

Public Hearing

The Bloomfield Town Council will conduct a public hearing on **Monday, May 9, 2016 at 7:35 p.m.** in Council Chambers in Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT, for the purpose of review and approval of the applications to the Neighborhood Assistance Act Program.

BLOOMFIELD TOWN COUNCIL

Monday, May 9, 2016

Council Chambers – 7:30 p.m.

Joan Gamble, Mayor
Sydney T. Schulman, Deputy Mayor
Patrick A. DeLorenzo Wayne Hypolite
Joseph P. Merritt Joel J. Neuwirth
E. Leon Rivers Derrick A. Seldon
Joseph Washington

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
 - A. Announcement Regarding HEARTSafe Community Designation by Chief Paul Hammick and Emergency Management Director Ellen White
 - B. Presentation of Recognition Certificates to Wintonbury Hills Golf Course Employees
- IV. Citizens' Statements and Petitions

Statements by members of the public may be oral or written and shall start with the speaker's name and address and shall continue for no longer than five (5) minutes, unless permitted by the Mayor or councilor presiding.
- V. Report from Council Subcommittees
 - A. Community Services – Councilor Derrick Seldon
 - B. Administration & Education – Councilor Leon Rivers
 - C. Golf – Councilor Leon Rivers
 - D. Finance – Councilor Wayne Hypolite
 - E. Public Safety – Councilor Joe Washington
 - F. Committee on Committees – Councilor Joe Washington
 - G. Land Use & Economic Development – Deputy Mayor Syd Schulman
- VI. Council Business
 - New Business:**
 - 15/16-66: Consider and Take Action Regarding Approval of Application(s) for the Neighborhood Assistance Act Program (following public hearing)
 - 15/16-67: Consider and Take Action Regarding Tax Refunds
 - 15/16-68: Consider and Take Action Regarding the Approval of the Application for the Quality School Readiness Grant Program (Priority School Readiness Municipalities)

15/16-69: Consider and Take Action Regarding Adoption of Resolution –
Bloomfield Early Learning Center Façade Improvement Project

VII. Report from Mayor and Town Manager

VIII. Approval of Minutes

- A. Monday, May 2, 2016 – Special Meeting
- B. Monday, April 25, 2016 – Town Council Meeting
- C. Thursday, March 24, 2016 – Council Deliberations
- D. Tuesday, March 22, 2016 – Budget Meeting
- E. Thursday, March 17, 2016 – Budget Meeting
- F. Tuesday, March 15, 2016 – Budget Meeting
- G. Thursday, March 10, 2016 – Budget Meeting


IX. Council Comments

X. Executive Sessions

- A. Discussion Concerning Labor Negotiations
- B. Discussion Concerning Pending Claims and Litigation
- C. Discussion Concerning Settlement of Tax Appeal

XI. Adjournment

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 6, 2016

RE: FY 15/16-66 – NEIGHBORHOOD ASSISTANCE ACT PROGRAM

Each year you are asked to approve the applications received from organizations who wish to participate in this State program. There is no cost to the Town; our only role is to serve as a conduit for the organizations.

If you wish to approve the attached application, the following motion would be in order:

Move that the application for the Neighborhood Assistance Act Program, as received by the Town of Bloomfield, be approved.

Share the Vision



Office 860-243-5200

Fax 860-769-0567

103 Vision Way, Bloomfield, CT 06002

www.fidelco.org

Eliot D. Russman
President
Chief Executive Officer

Board of Directors

G. Kenneth Bernhard, Esq., Vice Chairman
Principal
Cohen and Wolf, P.C.

Mark T. Bertolini
Chairman and CEO
Aetna

Edward H. Budd
Chairman & CEO (Ret)
The Travelers

John H. Gotta, Secretary
President (Ret)
Lincoln National Life Insurance Company

Lillian F. Johnson
Stephen H. Matheson, Director Emeritus

Karen Shaw Potrou
Managing Partner
Federal Financial Analytics
Washington, D.C.

Honorable M. Jodi Bell
87th Governor, State of Connecticut

Eliot D. Russman, *ex officio*
President and CEO

Charles W. Shivery
Chairman, CEO and President (Ret)
Northeast Utilities

Peter L. Tedone
President & CEO
Vantis Life Insurance

Karen C. Tripp, Chairman
Vice President
Phillips 66

Friends of Fidelco

Aetna Foundation
American Council of Life Insurers
Mary and Edward Budd
Herb Chambers
iHeartMedia, Inc.
Maximilian E. & Marion O. Hoffman Foundation
Kaman Corporation
Lincoln Financial Foundation, Inc.
The Morrissey Family
Jane T. Muhlethaler Foundation, Inc.
Newman's Own Foundation
Norma F. Priem Foundation, Inc.
Reader's Digest
Partners for Sight Foundation
Clinton S. Roberts Foundation, Inc.
The E. Matilda Ziegler
Foundation for the Blind, Inc.

April 26, 2016

Ms. Abigail Croteau
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002

Re: 2016 Connecticut Neighborhood Assistance Act Program Proposal

Dear Abbe:

The Fidelco Guide Dog Foundation has placed over 1,400 guide dogs with blind men and women in Connecticut and across North America including guide dogs to military veteran heroes who have sacrificed so much for all of us. Fidelco's blind clients are not statistics – they are our children, parents, grandparents, neighbors and co-workers.

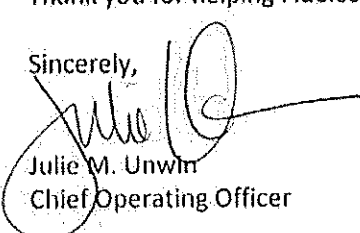
Fidelco respectfully submits the enclosed 2016 Neighborhood Assistance Act Program Proposal (NAA-01) for your review. Fidelco seeks \$150,000 in 100% energy efficient tax credits to help us solicit corporate donations to replace three HVAC units in the Bud Johnson kennel, Morrissey Training Center, and kitchen/Vet Med area. Replacement of the antiquated systems is critical for our operations of breeding and training our German Shepherd dogs who will one day become live-changing guide dog partners for men and women who are blind.

The replacement of the HVAC systems will provide Fidelco, a 501(c)(3) charitable not-for-profit, with considerable energy conservation and savings.

The Town of Bloomfield's consideration of 2016 Neighborhood Assistance Act Program request for 2016 would mean so much to the blind clients we serve, as Fidelco continues to create life-changing partnerships – all of which originate from our Bloomfield campus.

Please contact me if you have any questions or if you would like additional information. Thank you for helping Fidelco to continue to *Share the Vision*®.

Sincerely,


Julie M. Unwin
Chief Operating Officer





Municipality: Bloomfield

Form NAA-01
2016 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

Complete this form in blue or black ink only.

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Fidelco Guide Dog Foundation, Inc.

Address: 103 Vision Way, Bloomfield, CT 06002

Federal Employer Identification Number: 06-6060478

Program title: HVAC replacement for Johnson Kennel, Morrissey Training Center and Kitchen/Vet Med area

Name of contact person: Julle M. Unwin, COO

Telephone number: (860) 243-5200

Email address: junwin@fidelco.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Credit percentage for which your organization is applying:

☐ 60% ☒ 100% (Energy conservation programs only)

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Please check the appropriate description of your program:

- ☐ Job training/education for unemployed persons aged 50 or over;
- ☐ Job training/education for disabled persons;
- ☐ Program serving low-income persons;
- ☒ Energy conservation;
- ☐ Child care services;
- ☐ Open space acquisition fund; or
- ☐ Other: Specify _____

Part II — Program Information

Description of program: _____
Program is part of ongoing replacement of antiquated HVAC systems, replacing units in the Bud Johnson kennel, Morrissey Training Center, and kitchen/Vet Med areas.

Need for program: _____
Fidelco maintains live animals on the premises 24 hours per day year round. The German Shepherds bred and trained at Fidelco are critical for the delivery of Fidelco's mission of providing increased independence to men and women who are blind by providing them with the highest quality guide dogs.

Neighborhood area to be served: _____
Fidelco is active in Bloomfield and Windsor, as well as serving clients throughout North America

Total number of recipients: 500+; including staff, blind clients, volunteers & dogs and puppies in residence

Administration of Program:

Identify every person or organization involved in the implementation and administration of the program.
Use additional sheets if necessary.

1. Name: Julle M. Unwin, COO

Address: 103 Vision Way, Bloomfield, CT 0602

Duties and responsibilities: Project oversight

2. Name: _____

Address: _____

Duties and responsibilities: _____

Timetable:Program start date: 06/01/2016Program completion date: 12/31/2017

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Month your annual accounting period ends: 12/31Method of accounting: ☐ Cash ☒ Accrual**Part III — Financial Information****Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) operating funds	<u>\$3,600.00</u>
b)	<u> </u>
c)	<u> </u>
d)	<u> </u>

Total Funding:	<u>\$153,600.00</u>
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Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) two HVAC units in kennel and training center	<u>\$125,000.00</u>
b) HVAC unit in kitchen/Vet Med area	<u>\$28,600.00</u>
c)	<u> </u>
d)	<u> </u>
Administrative expenses:	
Professional fund-raising fees	<u> </u>
Accounting/legal & other expenses - itemized:	
a)	<u> </u>
b)	<u> </u>
c)	<u> </u>
d)	<u> </u>

Total Proposed Expenditures:	<u>\$153,600.00</u>
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Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Review

Is a post-project review required for this proposal?

☐ Yes

☐ No

If Yes, date post-project review due:

Date

Form **990**Department of the Treasury
Internal Revenue Service

EXTENDED TO AUGUST 17, 2015

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.
▶ Information about Form 990 and its instructions is at www.irs.gov/form990

OMB No. 1545-0047

2014

Open to Public Inspection

A For the 2014 calendar year, or tax year beginning and ending

B Check if applicable:

☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
FIDELCO GUIDE DOG FOUNDATION, INC

D Employer identification number
06-6060478

E Telephone number
860-243-5200

G Gross receipts \$ **9,631,025.**

H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☒ No
If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **WWW.FIDELCO.ORG**

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: **1962** **M** State of legal domicile: **CT**

Part I Summary

Activities & Governance		Revenue		Expenses		Net Assets or Fund Balances	
1	Briefly describe the organization's mission or most significant activities: PROMOTING INCREASED INDEPENDENCE TO MEN AND WOMEN WHO ARE BLIND BY PROVIDING THEM WITH HIGHEST						
2	Check this box <input type="checkbox"/> If the organization discontinued its operations or disposed of more than 25% of its net assets.						
3	Number of voting members of the governing body (Part VII, line 1a)	3	14				
4	Number of independent voting members of the governing body (Part VII, line 1b)	4	14				
5	Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	56				
6	Total number of volunteers (estimate if necessary)	6	374				
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.				
7b	Net unrelated business taxable income from Form 990-T, line 34	7b	0.				
		Prior Year	Current Year				
8	Contributions and grants (Part VII, line 1h)	4,366,274.	5,437,986.				
9	Program service revenue (Part VII, line 2g)	136,698.	124,754.				
10	Investment income (Part VII, column (A), lines 3, 4, and 7d)	1,177,960.	1,190,011.				
11	Other revenue (Part VII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	205,752.	104,548.				
12	Total revenue - add lines 8 through 11 (must equal Part VII, column (A), line 12)	5,886,684.	6,857,299.				
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.				
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.				
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	2,443,166.	2,719,659.				
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.				
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 293,145.						
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,792,375.	2,016,068.				
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	4,235,541.	4,735,727.				
19	Revenue less expenses. Subtract line 18 from line 12	1,651,143.	2,121,572.				
		Beginning of Current Year	End of Year				
20	Total assets (Part X, line 16)	24,348,827.	25,027,826.				
21	Total liabilities (Part X, line 26)	883,646.	1,094,388.				
22	Net assets or fund balances. Subtract line 21 from line 20	23,465,181.	23,933,438.				

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: **ELIOT D. RUSSMAN, CEO & EXECUTIVE DIRECTOR** Date: **8/4/2015**

Type or print name and title

Paid Print/Type preparer's name: **EDWARD G. SULLIVAN** Preparer's signature: *[Signature]* Date: **8/4/2015** Check if self-employed: ☐ PTIN: **P00579546**

Preparer Use Only Firm's name: **WHITTLESEY & HADLEY, P.C.** Firm's EIN: **06-0903326**


Firm's address: **280 TRUMBULL ST 24TH FL. HARTFORD, CT 06103-3509** Phone no.: **860-522-3111**

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

432001 11-07-14 LHA For Paperwork Reduction Act Notice, see the separate instructions. Form 990 (2014)

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: May 6, 2016
RE: FY 15/16-67: TAX REFUNDS



I am attaching a memorandum and tax refund list from Tax Collector Jean Kitchens asking Council to approve tax refunds.

Should Council wish to move forward, the following motion would be in order:

Move that tax refunds (per the attached list) be approved in accordance with the memorandum dated May 2, 2016.

To: Bloomfield Town Council
From: Jean G. Kitchens, Tax Collector
Date: May 2, 2016
RE: Tax Refunds

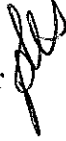
The attached requests for refunds of property taxes are submitted for your approval in accordance with Section 12 of the Connecticut General Statutes.

All of these requests have been reviewed by the Assessor and the Director of Finance.

MAY 2016 TAX REFUNDS

BAGNALL, BARBARA	2014 RE	\$1,123.82
BERESFORD, GENEVA	2013 MV	\$625.74
BYNES, ASHLEY N	2013 MV	\$51.30
CLARK, PARIS	2014 SMV	\$86.04
DUBOFF, KEITH B	2014 RE	\$576.79
JOHNSTON, MICHAEL LEE	2013 MV	\$199.43
MARTIN, DONALD JR	2013 MV	\$175.65
NISSAN INFINITI LT	2014 MV	\$97.68
PARKS, TRACY GAIL	2014 SMV	\$177.03
POWELL, MAMIE M	2014 SMV	\$125.63
SCHLESINGER, SANDRA C	2014 MV	\$357.45
CORELOGIC	2014 RE	\$5,061.60
ROMAN GARBACIK TRUSTEE	2014 RE	\$133.56
TOTAL REFUNDS		\$8,791.72

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 6, 2016

RE: FY 15/16-68: APPROVAL OF THE APPLICATION FOR THE
SCHOOL READINESS GRANT PROGRAM (PRIORITY SCHOOL
READINESS MUNICIPALITIES)

This program is facilitated by Mrs. Gail Nolan, Coordinator for the Alliance for Bloomfield's Children. The grant is used to focus on pre-school education programs that address quality standards and comprehensive services for children and families. If approved, the application would designate \$644,729 in grant funds for Bloomfield students.

This grant is provided by the State of Connecticut – Department of Education. In order to receive grant funds, both the Mayor and Superintendent of Schools must sign the application. The Alliance for Bloomfield's Children administers the funds.

Should Council wish to move forward, the following motion would be in order:

Move to approve the signing of the Quality Enhancement Grant

SCHOOL READINESS GRANT PROGRAM

Priority School District Grant Municipalities

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2016, to June 30, 2017

GRANT COVER PAGE

To be Completed and Submitted with the Grant Application

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax) Town of Bloomfield-The Alliance for Bloomfield's Children P.O. Box 337 Bloomfield, CT 06002	<u>LOCAL PROGRAM TITLE:</u> The Alliance for Bloomfield's Children <u>PROGRAM FUNDING DATES:</u> From July 1, 2016, to June 30, 2017
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, E-mail, Fax) Gail L Nolan 1 Filley Street Bloomfield, CT 06002 Ph 860-769-5518 gnolan@blmfld.org Fax: 860-769-5517	<u>ESTIMATED FUNDING:</u> \$644,729

We, The Town of Bloomfield-The Alliance for Bloomfield's Children, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature: (Chief Elected Official)

Name: (typed)

Agency:

Joan Gamble

Town of Bloomfield-The Alliance for
Bloomfield's Children

Title: Mayor

Date:

Signature: (Superintendent)

Name: (typed)

Agency:

Dr. James Thompson Jr.

Bloomfield Public Schools

Title: Superintendent

Date:

TO BE SIGNED IF FISCAL AGENT IF OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT

Signature: (Fiscal Agent)

Name: (typed)

Agency:

Title:

Date:

PRIORITY SCHOOL READINESS

SCHOOL READINESS COUNCIL

1. Identify the Chairperson or Co-Chairpersons of the municipality's School Readiness Council for the School Readiness Grant Program in FY 2017

Chairperson

Sherry Linton-Massiah Affiliation: _____
Address: 11 Englewood Avenue
City, State: Bloomfield, CT Zip Code: 06002
Telephone: 860-922-6409 Email: _____

Co-Chair: NA Affiliation: _____
Address: _____
City, State: _____
Telephone: _____
 Zip Code: _____
 Email: _____

2. School Readiness Council Members FY 2017

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children. In FY17 the McKinney-Vento Homeless Education Act Coordinator is required to be a member of the local School Readiness Council to ensure that homeless children have equal access to high-quality preschool education.

See attached list

3. Applicants must describe how the School Readiness Council participated in the writing of the grant application and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant.

The Alliance for Bloomfield's Children is a combination of the School Readiness, Discovery and Family Resource Center Councils. The School Readiness Committee is a committee of the Alliance. The School Readiness grant reading committee is engaged in reading local grants from sub-grantees. The feedback from this committee is then gathered by the Liaison and shared with the programs for improvement and the sr committee for approval. The committee decides on the priorities for the quality enhancement grant. The Liaison puts together the community grant, which is approved by the sr committee, Superintendent and Mayor. The Alliance for Bloomfield's Children has made local policies in response to the GP and PO's, and the sr committee is responsible for monitoring the goals and objectives of the grant.

4. School Readiness Council Policies and/or Bylaws must be submitted in year two of the RFP (FY17).

PRIORITY SCHOOL READINESS

OTHER COMMUNITY GRANTS

Please check those grants that are currently in your community. Please describe how each grant/program collaborates with the School Readiness Grant Program (only for "new" applicants unless changes have been made since the prior application).

- X ☐ Adult Education- Referrals are made between programs.
- X ☐ Discovery Grant / Community Plans for Early Childhood Grant- The Alliance for Bloomfield's Children is a combination of Discovery, School Readiness and Family Resource Center Councils. They function as one collaborative for the Community planning group.
- ☐ Even Start
- X ☐ Family Resource Center- Functions as one group. The SR Liaison is also the FRC Director.
- X ☐ Head Start and/or Early Head Start- CRT is the Head Start provider in Bloomfield. ABC continues to reach out to the program. CRT has been attending the center director monthly meetings sporadically.
- ☐ Preschool Development Grant
- X ☐ Preschool Special Education- Preschool Special Education- -Referrals are made by programs as needed and Wintonbury Early Childhood Magnet School has included the preschools in trainings held at the school.
- ☐ Smart Start Grant

How does your community promote meaningful, inclusive practices for young children with disabilities? Describe how the school readiness program(s) works with the local school system in the delivery of services to meet the needs of children with disabilities.

Children are educated in the least restrictive setting. The public school works with providers in the community to share updates on laws and practices. They include providers in placement team meetings when appropriate. The FRC also runs monthly Support Group for Families and others working with children with disabilities.

Please list other state or federal grants or private grants that collaborate with School Readiness programs. We have a grant from The Children's Trust Fund, for Parent Leadership. The Fiduciary for ABC is also the Fiduciary for this, and parents and community members are recruited from the preschools, schools and the community.

PRIORITY SCHOOL READINESS

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-16p (g) of the C.G.S. requires each School Readiness community to *"designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Connecticut Office of Early Childhood."*

This section must include the following information: (only for "new" applicants unless changes have been made since the prior application)

- I. The School Readiness Liaison is the person responsible for the management (as defined in General Policy 14-10) of the grant program. Please address the following in your response:
 - Please include a description of how that person carries out the fiscal and program monitoring of sub-grantees. (Program classroom monitoring must be performed by an Early Childhood Educator with background in classroom practice and ELDS.)
 - The School Readiness Liaison will be available to meet with providers either by appointment and/or by phone.
 - Regular monitoring visits to programs will be scheduled.
 - Additional communication methods will include phone, fax, e-mail and mail.
 - Approved Council meeting minutes will be distributed to all interested parties who can request a copy at any time after approval of minutes by ABC.
 - How does the person monitoring the classrooms ensure that sub-grantees adhere to the 11 quality standards (see Section I), program standards, accreditation and grant policies?
 - They will review the quality components at the monitoring visits, along with checking accreditation, licensing and grant policy adherence. This will be reported at the next School Readiness meeting and recorded in the minutes.
 - How often is each sub-grantee site visited by the liaison or persons contracted through the School Readiness Council?
 - They are scheduled quarterly and as needed.
 - How are the visits documented and what is the process for follow-up? *Please attach an electronic copy of local monitoring site visit form.*

- The form used is the liaison monitoring form. We have been doing quality components at one visit, office and files check at one visit, and 2 classroom visits. The visits are reported at the School Readiness meetings.
 - If the Liaison identifies issues to be addressed, describe the process to resolve them.
 - Responses needed from sub-grantees will be noted with a time-line for the responses on the monitoring site visit form. Follow up will be recorded and dated.
2. Who is responsible for ensuring the accuracy of the monthly data submitted, and how is the enrollment and attendance verified?

The Liaison is responsible for collecting the monthly reporting forms from the sub-grantee and totaling the community report. An attendance sheet and enrollment summary sheet are turned in to the liaison with the monthly report each month.

3. How will the School Readiness Council be kept informed of the grant status in relationship to child and program issues identified in the community, as well as the ongoing management process?

The Council is informed of changes, or issues in programs at the quarterly meetings or email, by the liaison. When issues arise, special meetings may be called to review program problems or procedures. I.e: A committee was called to several meetings to respond to the new General Policies and Program Operations, and to create Bloomfield Policies responding to them.

Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligation for the management and accountability of this grant program.

PRIORITY SCHOOL READINESS

DOCUMENTATION AND EVALUATION

Under Section 10-16q (a) (11) of the C.G.S., programs funded by School Readiness must use the assessment measures developed by the Commissioners of Education and Social Services and developed by the OEC (only for "new" applicants unless changes have been made since the prior application).

1. How does the applicant recruit new children and families to ensure full utilization of spaces? The Alliance for Bloomfield's Children recruits children and families through each of the sub-grantees centers, and plans to run advertising in the local paper, a Kid's Connection Booklet, and flyers distributed in key areas of Bloomfield (Libraries, town hall, Board of Education, grocery stores etc)

2. How does the applicant document the progress in the community to increase the numbers of children served and ensure that all eligible children are served? The number of children served in Bloomfield has increased in recent years due to availability of funding. The Alliance also has been advocating for continued Town support of Early Care and Education funding at Town Council Meetings.
3. What processes and requirements does the School Readiness Council have to ensure that the curriculum and assessment system used by the School Readiness Programs to measure child progress is aligned to the Early Learning and Development Standards? The programs used are accredited, and use aligned curriculums. They are also monitored using the liaison form. This past year we have run ELDS related trainings in the community open to all centers and home day care providers.
4. How does the School Readiness Council provide oversight, coordination and support for the sub-grantee's measurement of child progress? The programs use recommended child progress forms for measurement of child progress, or document how their assessment aligns with it. Sub-grantees are helped by AFP, and other trainings that they have on site or attend. The Quality Enhancement Grant money is used to reimburse providers for some of the trainings.
5. How is information on the School Readiness Grant goals, outcomes and progress disseminated to the community at-large? The Alliance for Bloomfield's Children distributes information locally and statewide through the networks of Discovery School Readiness and Family Resource Centers. Locally, ABC meets monthly to discuss and decide issues relevant to the well-being of children birth through age eight. The SR committee meets quarterly.
6. The Council will assume the responsibility of reviewing and providing feedback to the program on the early learning experience plans utilizing a consultant knowledgeable in such work. The Council is not obligated to submit the learning experience plans to the OEC as part of this application.

PRIORITY SCHOOL READINESS

STATEMENT OF ASSURANCES

1. The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools). Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant.

*Applicants need only submit the
Statement of Assurances Signature Page
with submission of their grant application.*

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: The Town of Bloomfield-The Alliance for Bloomfield's Children **HEREBY ASSURES THAT:**
The Town of Bloomfield-The Alliance for Bloomfield's Children
(Insert Grantee Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Education may find necessary;
- H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the Office of Early Childhood and State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-

267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g)

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

O. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.

P. The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

PRIORITY SCHOOL READINESS
STATEMENT OF ASSURANCES SIGNATURE PAGE

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official: _____
Joan Gamble
Name: (please type) _____
Mayor, Town of Bloomfield
Title: (please type) _____
Date: _____

Signature of Superintendent: _____
Name: (please type) _____
Dr. James Thompson Jr.
Title: (please type) _____
Superintendent, Bloomfield Public Schools
Date: _____

To Be Signed if the Fiscal Agent is other than the Municipality or the School District:

Signature of Fiscal Agent: _____
Name: (please type) _____
Title: (please type) _____
Date: _____

PRIORITY SCHOOL READINESS

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) municipalities that operate school districts and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.

I, the undersigned authorized official, hereby certify that the applying organization/agency: The Town of Bloomfield-The Alliance for Bloomfield's Children, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: Joan Gamble Mayor, Town of Bloomfield

informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction; initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

Plan for Activity Evaluation:

Individual evaluations will be collected from sub grantees.

SECTION IV

PRIORITY SCHOOL READINESS

BUDGETS

Directions

1. The applicant agency must complete the ED 114 School Readiness Budget Form with anticipated line item total expenditures for the municipality. An explanation of budget codes is provided. (tab 1 of Excel Workbook)
2. The applicant agency must complete the School Readiness Budget Justification Page, provide a brief explanation justifying each line item expenditure proposed in the grant budget. (tab 2 of Excel Workbook)
3. The applicant must complete the Fiscal Agent form (tab 3 of the Excel Workbook)
4. The applicant agency must complete the ED 114 Quality Enhancement Budget Form with anticipated line item total expenditures for the municipality. An explanation of budget codes is provided. (tab 1 of the Excel Workbook)
5. The applicant agency must complete the Quality Enhancement Budget Justification Page, provide a brief explanation justifying each line item expenditure proposed in the grant budget. (tab 2 of the Excel Workbook).

PLEASE NOTE: This is now an attached electronic workbook, one for the Community School Readiness RFP Budget and another for the Community QE RFP budget. Please contact Alissa Marotta at alissa.marotta@ct.gov regarding Excel Workbook questions.

Community School Readiness RFP Budget Object Codes

I. General Description

The Connecticut Office of Early Childhood and State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (<http://nces.ed.gov/pubs2009/2009325.pdf>) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure.

For a specific grant, it may be necessary to modify what can be included in a given object based on the grant legislation. Please review the instructions for specific grant budget development carefully before requesting an ED114 form from the Bureau of Grants Management.

II. Major Object Code Definitions

100 Personal Services - Salaries

Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

FISCAL YEAR 2017			
ED 114 BUDGET FORM			
GRANTEE NAME:			
GRANT TITLE:	School Readiness Grant Program	Grant Period:	7/1/2016 to 6/30/2017
Project Title	Priority School Readiness Municipalities	Total Award:	\$ 664,729.00
Accounting Classification: Fund 11000 SPID: 17101 Year: 2017 PROG: 82056 CF1: 170002			
CODES	DESCRIPTIONS	Admin Budget	Space Allocation Budget
100	Personal Services Salaries	\$ 31,159.00	
200	Benefits	\$ -	
300	Purchased professional and technical services	\$ -	
500	Other purchased services	\$ -	\$ 633,570.00
600	Supplies	\$ -	
	Subtotals	\$ 31,159.00	\$ 633,570.00
		Original Date:	Revised Date:

Municipality:

July 1, 2016 to June 30, 2017

Line Items	NARRATIVE		
100	PERSONAL SERVICES	ADMIN	SPACE ALLOCATION
	Other, Salary for coordination of the grant	\$ 31,159.00	
	1 part time School Readiness Liaison to coordinate, administer and evaluate the implementation of the School Readiness Grant.		
	TOTALS	\$ 31,159.00	
200	PERSONNEL SERVICES / BENEFITS	ADMIN	SPACE ALLOCATION
	TOTALS	\$ -	
300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES	ADMIN	SPACE ALLOCATION
	TOTALS	\$ -	
500	OTHER PURCHASED SERVICES	ADMIN	SPACE ALLOCATION
	To subsidize full and part time slots provided by sub-grantees		\$ 633,670.00
	TOTALS	\$ -	\$ 633,670.00
600	SUPPLIES	ADMIN	SPACE ALLOCATION
	TOTALS	\$ -	

SECTION V

PRIORITY SCHOOL READINESS

ATTACHMENTS

A. School Readiness Program Data

Data Excel Workbooks are attached including forms used to identify information regarding program applicants, licensing and accreditation, and space requests. Please contact Alissa Marotta at alissa.marotta@ct.gov regarding questions.

B. School Readiness Budgets

Data Excel Workbooks are attached including all budget forms.

C. School Readiness Policies and/or Bylaws

Local School Readiness Policies and/or Bylaws are due in Year 2 (FY17)

D. Staff Qualifications Detail Report and NAEYC Candidacy Staff Report

A copy of each sub-grantee's Connecticut Early Childhood Registry Staff Qualifications Detail Report and NAEYC Candidacy Staff Report must be included.

Alliance for Bloomfield's Children (ABC)

School Readiness Committee

Membership List

NAME	PHONE #	EMAIL
Sherry Linton-Massiah School Readiness Committee-Chair Parent	860-922-6409	salin71072@yahoo.com
Dr. Tina Parchin Community Member	860-539-9144	vparchin@snet.net
Linda Gabianelli Director of Children's Library Services Prosser Library	860-242-2972	Lindar04@hotmail.com
Denetra Winston-Spells Unit Manager Eric D. Coleman E.C.E Center CRT	860-999-2326	Winston-spellsd@crt.ct.org
Shantel Bremmer Director First Congregational Nursery School	860-242-0183	bloomfieldfcns@gmail.com
Linda Markiewicz Community Member	860-243-1411	portal@aol.com
Paul Guzzo Superintendent Designee Principal, Laurel Elementary School	860-286-2675	pguzzo@blmfd.org

Aimee Eberly Assistant Director of Health West Hartford/Bloomfield Health District	860-561-7900	Aimee.Eberly@westhartford.org
Deb Lord Director, Bloomfield Early Learning Center	860-243-2665	debb lord@yahoo.com
Lisa Eells Principal, Wintonbury Early Childhood Magnet School	860-769-5510	leells@blmfld.org
Maria Etienne-Modeste Community Member/Preschool Teacher	860-490-7152	hottsunflower@yahoo.com
Dr. Jan Lopez Bloomfield Doctor Pediatric Partners	860-286-0444	ianlopezmd@gmail.com
Melissa Satchell Leisure Services	860-243-2923	msatchell@bloomfieldct.org
Elba Schulman Hartford Dept. of Health & Human Services	860-243-0738/860-543-8847	Cruze001@hartford.gov
Wendy Shepard-Bannish Director, Student Support Services Bloomfield Public Schools & McKinney Vento Coordinator	860-769-4263	Wshepard-bannish@blmfld.org
Toni Clark Community Member	860-242-0711	toninelsonclark@gmail.com
Julius Clark Community Member	860-978-3832	Jaclark0831@icloud.com
Jim Avery Community Member	860-242-6851	motorprops@aol.com
Lisa Avery Home Daycare Provider	860-242-6851	lkavery@aol.com
Shander George Laurel FRC	860-769-5518	sgeorge@blmfld.org

ABC Staff			
Gail Nolan Bloomfield School Readiness Liaison FRC Director		860-769-5518	gnolan@blmfield.org
Sheila Crocker ABC Coordinator		860-769-5518 860-849-1787	bloomfielddiscovery@gmail.com

Proposed 2/17/16

Superintendent:

Dr. James Thompson, Superintendent Bloomfield Public Schools

Mayor:

Joan Gamble, Mayor Town of Bloomfield

PROGRAM APPLICANTS FOR FY 2017

List every application approved for funding by the School Readiness Council within the community allocation for the grant period July 1, 2016 - June 30, 2017. For each applicant, indicate Council decision and scores. The name of the site(s) **MUST** match the name on the license (if

Site/Sites	Address	Town	Zip	Contact Name	Phone	Score
Bloomfield Early Learning Ctr.	73 Rockwell Ave	Bloomfield	6002	Deborah Lord	860-243-2665	Recommend funding
First Congregational Church Nursery School	10 Wintonbury Ave	Bloomfield	6002	Shantel Bremmer	860-242-0183	Recommend Funding

LICENSING AND ACCREDITATION / APPROVAL STATUS									
The name of the site(s) MUST match the name on the license (if applicable).									
SITE	LICENSING			NAEYC STATUS				HEAD START	
	Yes	License Exp. Date	Exempt	Pending	ID#	Certificate Exp. Date	3-yr. Window Due Date	Candidacy Date (see NAEYC timeline)	Expected Date of Visit (3-month window)

First Congregational Church X 11/30/2016 274471 2/1/2018

Congregational Church

Bloomfield Early Learning X 4/30/2018 280739 9/1/2018

Center, Inc.

Council-approved funded spaces within current allocation. The name of the site(s) MUST match the name on the license (if applicable).

*Indicate the first year this site received School Readiness funds.

Site	Start Date*	# FD/FY Spaces	Total FD/FY Cost	# SD/S Y	Total SD/SY r net	# PD/PY Shares	Total PD/PY Cost	# ED/EY Spaces	Total ED/EY r net	Total # Spaces	Total Cost
First Congregational Church Nursery School (3 more slots if available)	7/1/2016	31	\$ 276,644.00	-	-	4	\$ 18,000.00	-	-	35	\$ 294,644.00
			\$ -	-	-		\$ -	-	-	0	\$ -
			\$ -	-	-		\$ -	-	-	0	\$ -
			\$ -	-	-		\$ -	-	-	0	\$ -
Bloomfield Early Learning Center, Inc.	7/1/2016	40	\$ 356,960.00	-	-		\$ -	-	-	40	\$ 356,960.00
			\$ -	-	-		\$ -	-	-	0	\$ -
			\$ -	-	-		\$ -	-	-	0	\$ -
			\$ -	-	-		\$ -	-	-	0	\$ -
TOTALS		71	\$ 633,604.00	0	-	4	\$ 18,000.00	0	-	75	\$ 651,604.00

FISCAL YEAR 2017			
ED 114 BUDGET FORM			
GRANTEE NAME:	Bloomfield Early Learning Center		
GRANT TITLE:	School Readiness Grant Program	Grant Period:	7/1/2016 to 6/30/2017
Project Title	Priority School Readiness Local Grant Program	Total Award:	\$ 356,960.00
Accounting Classification: Fund 11000 SPID: 17101 Year: 2017 PROG: 82056 CF1: 170002			
CODES	DESCRIPTIONS	BUDGET	
111A	Non-Instructional	\$	14,300.00
111B	Instructional	\$	166,171.00
200	Personal Services	\$	78,710.00
320	Professional Educational Services	\$	-
321	Tutors	\$	-
322	In-service	\$	8,800.00
323	Pupil Services	\$	-
324	Field Trips	\$	2,160.00
325	Parent Activities	\$	3,200.00
330	Employee Training and Development Services	\$	-
340	Other Professional Services	\$	17,200.00
400	Purchased Property Services	\$	32,069.00
500	Other Purchased Services	\$	3,750.00
600	Supplies	\$	24,200.00
700	Property	\$	6,400.00
TOTAL		\$	356,960.00
		Original Date:	Revised Date:

Line Items	NARRATIVE	BUDGET
111A	NON-INSTRUCTIONAL	
	Part-time Assistant Cook/Dishwasher @ \$11/hrs per week	\$ 14,300.00
	TOTALS	\$ 14,300.00
111B	INSTRUCTIONAL	
	1 Full-time Teacher @ 37.5 hrs. per week for 52 weeks	\$ 39,472.00
	1 Full-time Teacher @ 37.5 hrs. per week for 52 weeks	\$ 38,323.00
	1 Full-time Teacher Assistant @ 37.5 hrs. per week for 52 weeks	\$ 27,140.00
	1 Full-time Teacher Assistant @ 37.5 hrs. per week for 52 weeks	\$ 26,432.00
	1 Full-time Teacher Assistant @ 37.5 hrs. per week for 52 weeks	\$ 24,804.00
	Classroom Staff Overtime & Substitute Staff	\$ 10,000.00
	TOTALS	\$ 166,171.00
200	PERSONNEL SERVICES / EMPLOYEE BENEFITS	
	Employer's Share of Health and Dental Insurance, FICA, Unemployment Compensation, Workers' Compensation Insurance, & Maintenance Service Charges for the 401K & Health Spending Flex Accounts	\$ 78,710.00
	TOTALS	\$ 78,710.00
320	PROFESSIONAL EDUCATIONAL SERVICES	
	None	\$ -
	TOTALS	\$ -
321	TUTORS	
	None	\$ -
	TOTALS	\$ -
322	IN-SERVICE	
	Onsite Training for August Training Week	\$ 2,600.00
	Onsite Training by Educational Consultant & Classroom Observations followed by team meetings (32 hrs. @ \$100 per hour)	\$ 3,200.00
	First Aid, CPR, & Medication Administration Trainings	\$ 1,000.00
	Workshop & Conference Registrations (average \$400/staff member)	\$ 2,000.00
	TOTALS	\$ 8,800.00
323	PUPIL SERVICES	
	None	\$ -
	TOTALS	\$ -
324	FIELD TRIPS	
	6 Field Trips with average admission of \$8 x 40 children + 6 Staff	\$ 2,160.00
	TOTALS	\$ 2,160.00
325	PARENT ACTIVITIES	
	8 Parent/ Family Activities with food - Fall Open House, Winter Sing, Mothers' Day Breakfast, Fathers' Day Breakfast, Multi-Cultural Pot Luck Lunch, Carousel Rental, Moving-Up Day for the 4 yr. olds, and Summer Picnic	\$ 3,200.00

	TOTALS	\$ 3,200.00
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
	None	\$ -
	TOTALS	\$ -
340	OTHER PROFESSIONAL SERVICES	
	40% of total budget for accounting services (\$30,000), data processing (\$12,000) & legal fees (\$1,000)	17200
	TOTALS	\$ 17,200.00
400	PURCHASED PROPERTY SERVICES	
	40% of total budget for custodial service contract (\$28512)	\$ 11,405.00
	40% of estimated cost of carpet cleaning & floor waxing	\$ 1,864.00
	40% of budget for lawn care & playground maintenance (\$6,000)	\$ 2,400.00
	40% total budgeted snow removal costs (\$8,000)	\$ 3,200.00
	40% of total facility repair budget + continuing annual pavement repair + continuing annual roof repair Total buget = \$33,000	\$ 13,200.00
	TOTALS	\$ 32,069.00
500	OTHER PURCHASED SERVICES	
	Bus Rental for 8 Field Trips @ average rental cos of \$150 each	\$ 900.00
	40% of total annual telephone & internet charges	\$ 2,400.00
	40% of annual postage costs	\$ 200.00
	Reimbursement for staff travel expenses	\$ 250.00
	TOTALS	\$ 3,750.00
600	SUPPLIES	
	Classroom Supplies - Art supplies, books, manipulatives, gross motor equipment, etc. @ \$500 per child x 40 children	\$ 20,000.00
	40% of paper, towels, toilet paper & cleaning supplies (\$7,000)	\$ 2,800.00
	40% of office supplies (\$3,500)	\$ 1,400.00
	TOTALS	\$ 24,200.00
700	PROPERTY	
	Equipment - 40% of the replacement cost of commercial dishwasher	\$ 3,400.00
	Technology & Related Hardware - 40% of estimated cost of installing a computer server to upgrade the efficiency of the office & staff computers	\$ 3,000.00
	TOTALS	\$ 6,400.00

FISCAL YEAR 2017			
ED 114 BUDGET FORM			
GRANTEE NAME:	First Congregational Church Nursery School		
GRANT TITLE:	School Readiness Grant Program	Grant Period:	7/1/2016 to 6/30/2017
Project Title	Priority School Readiness Local Grant Program	Total Award:	\$ 294,644.00
Accounting Classification: Fund 11000 SPID: 17101 Year: 2017 PROG: 82056 CFI: 170002			
CODES	DESCRIPTIONS	BUDGET	
111A	Non-Instructional	\$	34,000.00
111B	Instructional	\$	196,874.00
200	Personal Services	\$	26,700.00
320	Professional Educational Services	\$	-
321	Tutors	\$	-
322	In-service	\$	4,000.00
323	Pupil Services	\$	-
324	Field Trips	\$	3,500.00
325	Parent Activities	\$	3,500.00
330	Employee Training and Development Services	\$	-
340	Other Professional Services	\$	2,000.00
400	Purchased Property Services	\$	12,500.00
500	Other Purchased Services	\$	-
600	Supplies	\$	8,570.00
700	Property	\$	3,000.00
TOTAL		\$	294,644.00
		Original Date:	Revised Date:

Municipality:

July 1, 2016 to June 30, 2017

Line Items	NARRATIVE	BUDGET
111A	NON-INSTRUCTIONAL	
	Busless Manager/Cook	\$ 34,000.00
	TOTALS	\$ 34,000.00
111B	INSTRUCTIONAL	
	8 Full Time	\$ 182,874.00
	3 part time floaters	\$ 14,000.00
	TOTALS	\$ 196,874.00
200	PERSONNEL SERVICES / EMPLOYEE BENEFITS	
	social security employeea benefits	\$ 20,400.00
	Medicare	\$ 4,800.00
	Workman's Compensation	\$ 1,500.00
	TOTALS	\$ 26,700.00
320	PROFESSIONAL EDUCATIONAL SERVICES	
	TOTALS	\$ -
321	TUTORS	
	TOTALS	\$ -
322	IN-SERVICE	
	Workshops, conferences & first aid	\$ 4,000.00
	TOTALS	\$ 4,000.00
323	PUPIL SERVICES	
	TOTALS	\$ -
324	FIELD TRIPS	
	field trips admission/bus	\$ 3,500.00
	TOTALS	\$ 3,500.00
325	PARENT ACTIVITIES	
	2 parent training, 2 parents/child breakfast, 2 pollock supper, family night	\$ 3,500.00

	TOTALS	\$ 3,600.00
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
	TOTALS	\$ -
340	OTHER PROFESSIONAL SERVICES	
	DPH (license), NAEYC (accreditation)	\$ 2,000.00
	TOTALS	\$ 2,000.00
400	PURCHASED PROPERTY SERVICES	
	Rent, Repairs, maintenance	\$ 12,500.00
	TOTALS	\$ 12,500.00
500	OTHER PURCHASED SERVICES	
	TOTALS	\$ -
600	SUPPLIES	
	paper, equipment, library, non-instructional supplies, and food	\$ 8,570.00
	TOTALS	\$ 8,570.00
700	PROPERTY	
	playground, building expenses, rent	\$ 3,000.00
	TOTALS	\$ 3,000.00

The Alliance for Bloomfield's Children
Bloomfield School Readiness Council

Policies and Guidelines

Revised May 2015

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The Alliance for Bloomfield's Children

Policies and Guidelines

Non-Sectarian Policy

(GP 09-01)

Purpose: To promote compliance with Public Act 97-259 (Section 5, Subsection A) requiring that programs funded with School Readiness moneys be non-sectarian. The State of Connecticut requires that programs accepting public money cannot promote religion or advance one religion over another religion.

- The program must be open to all children, and cannot exclude a child based on the families religious creed or lack thereof;
- The program cannot attempt to persuade or convert children or their families to religion or a particular religious persuasion;
- The program will not implement religious observances, such as prayer, grace, confession, church attendance, religious instruction, etc.;
- The program must accommodate the practice of a child or staff member's personal religious beliefs where the practice is required during program hours (e.g., Islamic designated time for prayer);
- The program may not require children or their families enrolled in the School Readiness program to participate in faith-based or church-sponsored activities or services;
- Programs may not discriminate in hiring based on religious affiliation or lack of religious affiliation; and
- Unless it is not practicable, classes should be conducted in rooms that are free of religious symbols and items.

*If state funds are being used to purchase spaces for eligible children in a School Readiness program operated by faith-based organizations, these programs must be nonsectarian (non-religious) in order not to run afoul of requirements of the Establishment Clause. It is not enough to allow students and/or their families to "opt out" of portions of the program which are religious in nature. To be eligible for funding, programs must comply with these requirements.

Program space is defined as wherever the children are located for School Readiness services.

Sectarian items may include, but are not limited to pictures, statues, books or songs.

Prohibited sectarian activities may include, but are not limited to, prayer, religious celebrations or rituals, religious-themed storytelling or books or movies, and other religious rituals.

The Alliance for Bloomfield's Children

Policies and Guidelines

State Funded Programs Staff Qualifications

(GP 15-04)

The Alliance for Bloomfield's Children understands the most significant predictor of quality in an early childhood program is the qualifications of the teachers and caregivers. The Alliance for Bloomfield's Children requires all School Readiness funded programs to adhere to the Staff Qualifications set forth within GP – 15-04. Due to the length of the document, all programs will be required to visit the Office of Early Childhood website for staff qualification requirements at:

http://www.ct.gov/oec/lib/oec/earlycare/workforce/gp_15-04_educator_requirements_for_state_funded_programs.pdf

The School Readiness Liaison, during monitoring and using the Connecticut Teacher Registry will verify staff within funded programs meets the mandated qualifications.

The Alliance for Bloomfield's Children

Policies and Guidelines Accreditation/Approval System (GP 09-06/ GP 15/06)

Effective October 2008-The Alliance for Bloomfield's Children (ABC) will require all programs, within three years of the original date of their funding under school readiness to achieve and maintain NAEYC-National Association for the Education of Young Children, accreditation.

Background

The Connecticut General Statutes (C.G.S.) section 10-16p, section 5 requires that programs receiving funds for School Readiness spaces must be accredited by the National Association for the Education of Young Children (NAEYC), designated by U.S. Health and Human Services to be a Head Start grantee or delegate, or other standards established by the Commissioner. The School Readiness program requires that all sites must achieve NAEYC accreditation within three years of the date when children funded through the School Readiness program begin.

The Child Day Care Program Contracts require the contractor to warrant and agree that each of the child care facilities at which services are provided under this contract or any subcontracts meet one of the following requirements:

- Are currently accredited by NAEYC, designated by U.S. Health and Human Services to be a Head Start grantee or delegate, or approved by the National After School Association (NAA);
- Are a new subcontractor, currently pursuing NAEYC or accreditation or approval by the National After School Association (NAA) or such other after school accreditation as the Commissioner may approve; and on track to achieve accreditation within a three year window from the date upon which they first became a subcontractor. Programs in this category must have an annual OEC approved environmental rating scale completed at their own expense, utilizing a OEC approved rater; or
- Have had their NAEYC Accreditation revoked, are receiving reduced reimbursement rates, and are participating in the Alternative Interim Quality Assurance process.

For Child Day Care, "Accredited" or "Accreditation" is defined as:

(a) For facilities that serve infants, toddlers or preschoolers, is accredited by the National Association for the Education of Young Children (NAEYC) or is designated by U.S. Health and Human Services to be a Head Start grantee or delegate, and

(b) For facilities that serve children of school age, is recognition by the National After School Association (NAA) or such other accreditation entity as may be approved by the Commissioner, or

(c) For facilities that service children of school age, fulfilling the published requirements of the department with respect to accreditation by the National After School Association (NAA) or such other accreditation entity as may be approved by the Commissioner.

School Age Programs

For school-age programs funded through the Child Day Care Contracts, there is currently not a clear viable model for achieving accreditation or approval. In lieu of a clear, viable accreditation entity, contractors operating or subcontracting for school-age programs must complete an *OEC School Age Continuous Improvement Plan* to be submitted and approved by the OEC, to be effective for the term of the contract. This plan should involve comparing the school-age program against some set of external criteria. Examples include the School-Age Environmental Rating Scales (SACERS), participating or using criteria from the NAEYC school-age pilot, or use of *After-School Quality: The Process of Program Improvement*.

Reporting Requirements

Providers of infant/toddler and/or preschool services must submit evidence that they will meet the accreditation standard through one of the following processes:

1. Accredited by NAEYC.
2. Approved through the Head Start Review Instrument with resolution of compliance issues through the action plan.

For school-age programs, providers must complete and gain approval of the *OEC School Age Continuous Improvement Plan*. The plan must include a process and timeline for submitting documentation of completion of the planned continuous improvement process.

Sometimes a program will be able to document extenuating circumstances that occur which interfere with the timely completion of the accreditation process (see GP-14-07 for general guidance).

In addition, the following program specific requirements are:

School Readiness programs will submit documentation to the School Readiness Liaison.

Child Day Care Contract programs will submit documentation to the Contractor, if the program is a subcontractor. Contractors will submit accreditation or approval information for programs that they operate, as well as for any subcontractors, directly to the Office of Early Childhood.

Reports to the appropriate entity must include the following:

NAEYC Programs

- A written timeline for the Self-Study process that is being implemented.
- Documentation of an orientation process for administrators, staff and families to build understanding, support and buy-in for the process.
- Documentation of the Self Study activities completed (such as classroom observations, teacher and parent questionnaires and the administrator's report), the date of completion, the information/data gathered, what issues were identified and what steps taken to resolve them.
- A date that the program will submit the materials and request the validation visit.
- Other pertinent information (correspondence and reports) related to maintaining accreditation status.

- **Head Start Programs**
- The required action plan for outstanding issues with a status update and the date of the next scheduled visit for review of the resolution of outstanding issues.
- Other pertinent information (correspondence and reports) related to Head Start program approval and/or grantee status

Programs without NAEYC Accreditation and/or Programs Contracted after January 1, 2004:

Programs will:

- Initiate the NAEYC accreditation process at the beginning of the School Readiness contract period by submitting an enrollment form to NAEYC;
- Share all correspondence, documentation of progress toward NAEYC Accreditation and scheduled dates of submissions and visits with the School Readiness Liaison (SRL) to ensure the liaison has current knowledge of the process and the status of the program;
- Develop a schedule for the NAEYC Accreditation process and secure appropriate technical assistance;
- Remain on schedule with School Readiness requirements to achieve NAEYC Accreditation or notify the SRL to follow procedures for an extension request (see section on **Requests for Extensions**);
- Submit the required documents to become a NAEYC applicant at least 15 months before the 3rd anniversary of the program's date in which they began serving School Readiness children;
- Meet all NAEYC candidacy requirements and submit the completed Program Self-Assessment Report at least 6 months before the third anniversary of the program's School Readiness contract with ABC and the SRL will submit to OEC proof of timely submission of candidacy materials;
- Notify the SRL of the dates for the NAEYC Accreditation visitation window, the SRL will then notify OEC; and
- Notify the SRL immediately upon receipt of the NAEYC Accreditation decision and provide a copy of the Commission Decision Report and certificate to the SRL who will then forward these to OEC.

Failure by a program to achieve accreditation within 3 years of the date of the original school readiness funding or maintain accreditation, or is denied an extension, the withdrawal of funds may result; see section titled **Community Requirements**,

Programs with Accreditation:

NAEYC Accredited programs must maintain their accreditation by:

- Adhering to all NAEYC policies and requirements regarding the maintenance of accreditation;
- Reporting within 90 days any changes such as licensing, location, ownership, governance, age groups to be served, and court orders to NAEYC and simultaneously provide documentation to the SRL;
- Notifying the SRL the date of the NAEYC visitation window and/or any reports from unscheduled visits; and
- Notifying the SRL regarding the results of verification visits, provide documentation of those visits, and the SRL will then forward accreditation decision reports and certificates to SDE.

Deferral/Denial of Programs in the NAEYC Re-accreditation Process:

Programs seeking re-accreditation that receive a deferral decision following their verification visit must:

- Provide the SRL with a copy of the deferral notice and all information on the Commission's decision within 10 days of receipt from NAEYC, the SRL will then forward the deferral report to the SDE; and
- Submit, within 15 calendar days, a detailed action plan to the SRL that addresses the issues identified in the deferral report, the persons responsible and the strategies that will be used to ensure adherence to the timelines established by NAEYC for re-submission of materials, and the SRL will then forward documentation to the OEC.

Programs seeking re-accreditation that receive a denial decision following their verification visit must:

- Immediately arrange, through the SRL, a meeting with the School Readiness Program Manager and Accreditation Coordinator to discuss the circumstances for the denial and continued eligibility for School Readiness funding.

ACCREDITATION EXTENSION REQUESTS

Procedures

- The program will notify the School Readiness Council (ABC), through the SRL, of issues related to not obtaining accreditation and re-accreditation within the predetermined NAEYC timeline.
- The SRL shall notify the OEC, Bureau of Early Childhood, Accreditation Coordinator, of any pending issues regarding accreditation.
- The SRL and ABC will assess and evaluate the program's request and determine the Council's commitment to continue this provider's contract as a School Readiness sub-grantee.
- If the ABC determines the program meets quality standards for children and families as determined by NAEYC, the Council may submit a letter to the OEC Bureau Chief of Early Childhood Education, to request an extension of time to achieve re-accreditation. The letter must include detailed information regarding the rationale for the request. Specific timelines addressing the current accreditation process and the proposed extension must be included with the request. ABC will be diligent in considering the programs ability to re-engage in the accreditation process in an expedient manner.
- The OEC will review the extension request letter to determine the next steps as outlined in the legislation. If the OEC grants an extension, the individual program must follow the action plan outlined for that program.

In the event ABC chooses not to request an extension to continue the accreditation timeline, please see section titled **COMMUNITY REQUIREMENTS, De-Funding School Readiness Programs** for defunding process.

COMMUNITY REQUIREMENTS

If a program does not achieve accreditation by NAEYC or secure a waiver from OEC, there will be a withdrawal of funds by the community through the process described in this GENERAL POLICY.

De-Funding School Readiness Programs

When a program does not achieve/maintain accreditation per School Readiness requirements, the following process will be initiated:

- The SRL will notify the OEC immediately when a program does not achieve and/or maintain accreditation followed by written notification signed by the Mayor/Chief Elected Official and Superintendent.
- The number of slots currently being utilized will be frozen and new children must not be enrolled.
- The program must immediately provide the SRL the names and addresses of all School Readiness children enrolled in their program.
- The SRL will work collaboratively with the ABC and program to communicate, in writing, to the School Readiness families that the program did not achieve and/or maintain its accreditation and therefore:
 1. The program is unable to continue as a School Readiness program; and
 2. The SRL will explore available options in the community in order to transfer the slots in a timely fashion.
- The SRL will work to transfer the slots to another SR funded program no later than the end of the grant period.
- Families must be offered the following options:
 1. Continue with the SR subsidy in the same type of SR slot at another SR program provided by the community;
 2. Remain at the program with the family paying the program fee; or
 3. Refer families to 211 Child Care to explore other child care availability.
- The SRL will put forward proposed sites for slot reallocation to the OEC for approval. Upon OEC approval, ABC will transfer all SR slots to a selected program(s).
- The program will not be reimbursed for SR slots after the slots are transferred.
- Programs that subsequently achieve NAEYC Accreditation may be considered for School Readiness funding by ABC in the next grant cycle.

The Alliance for Bloomfield's Children

Policies and Guidelines Early Childhood Professional Registry (GP 15-08)

All staff working in School Readiness-funded sites will register with the Professional Development Registry upon employment in order to allow for database reports to be generated for the CSRPPES and RFP requirements.

The School Readiness Council (SRC) will ensure that:

- sub-grantee staff update their professional development information on a monthly basis;
- sub-grantee program directors will regularly monitor and adjust staffing patterns in accordance with GP-15-08; and
- sub-grantees will review and implement GP 15-08 at:
http://www.ct.gov/oec/lib/oec/earlycare/sr/gp_po/gp_15_08_professional_registry.pdf
- School Readiness Liaisons will have “read-only” access to the Early Childhood Professional Development Registry to ensure accuracy of CSRPPES and RFP information.

Questions regarding Early Childhood Professional Development Registry processes and procedures should be directed to Claudia Sawyer or other Registry staff at (203) 287-3902.

The Alliance for Bloomfield's Children
Policies and Guidelines
Eligibility, Fees, Fee Schedule and per-child contributions
(PO 14-02 & 14-03)

All three and four year old children who are residents of the Town of Bloomfield are eligible to apply for the School Readiness program.

For September, October, November and December enrollment only, a child who will be three (3), on or before January 1, may be enrolled as a three year old. At any other time of the year a three year old must have had his or her third (3rd) birthday to be considered a three (3) year old.

All School Readiness children must be residents of the Town of Bloomfield. All families must provide verification of residency upon enrollment to the program and at each redetermination date. School Readiness registration forms must include a section for documenting verification of residency. The following are acceptable forms of verification of residency:

- **Utility Bill: Phone, Cable, Electricity, Gas;**
- **Property Tax bill: Car and/or Home;**
- **Drivers License: only if none of the above can be provided (for example: the parent lives with someone else who has all the utilities in his/her name)**
- **If none of the above can be provided for any of the following reasons: the person pays rent and utilities are included, they have no car or the have no drivers license; Families can get a letter from the landlord stating the family does live at the address provided and does pay rent and should include a copy of their signed/dated rental agreement and/or a copy of a processed/cashed rent check. They can provide a copy of a bill they do receive at the address provided.**

If a driver's license is used, it must match the address on the enrollment forms and the parents pay stubs. Verification of residency should be reviewed each time the family is redetermined.

The School Readiness Council (ABC) requires all programs to collect per child parent fees based on the OEC Fee Schedule. All fees from families received by SRC sub-grantees shall be used to support the School Readiness program in the fiscal year they are collected. Programs may set up a separate non-interest bearing account to hold parent fees collected by the School Readiness program. Fees from May and June can be used in the next fiscal year, pending requests to carry over additional fees are approved by the local SRC and in turn the SRC must seek the permission of the OEC.

All programs shall collect per child fees based on the guidelines listed below:

1. SRC sub-grantee's shall determine fees for School Readiness supported child care slots

- based solely on the Fee Schedule, and charge weekly per child rates to all families.
2. Proof of income is required for all families; however, families claiming to fall over 75% of the state median income may provide an estimated income without documentation but must agree to pay the programs current cost of care.
 3. **No family, regardless of income, shall be charged more than the subgrantee's established cost of care per child.**
 4. ABC subgrantees shall annually publish their cost of care for School Readiness supported slots and shall file their published rate with ABC. All School Readiness programs must encourage families whose income is at or below 50% SMI and/or who meet other eligibility criteria, in applying for the Child Care Assistance Program.
 5. Providers are required to establish written fee policies and disseminate them to families and staff. Such policies shall address:
 - a. how family contribution is determine;
 - b. how fees are assessed and collected;
 - c. how income, family size, DSS cash assistance status, and any other eligibility factors are determined and verified;
 - d. how confidentiality of family information is maintained;
 - e. procedures addressing fee forgiveness, failure to pay, any process for temporary reduction in assessed fees, the process for appealing a fee determination, and non-payment of fees, and must share them with School Readiness families.

Determining Family Income, Family Contribution and Fee

1. Family Income and size:
 1. Are used to calculate the family contribution; and
 2. Must be determined at the time of initial enrollment and annually thereafter. Programs should use a month's worth of recent pay stubs, or last year's tax form if there is a question of legitimacy. In the event a parent/guardian has just started a new job, they must obtain a letter from their employer that includes the persons start date, pay rate and hours worked weekly.
 3. Fees must be determined at the time of initial enrollment, and annually thereafter, using the families gross annual income and the OEC Approved sliding fee scale.
 4. Please refer to GP -- 14-02 and 15-01 for further guidance on implementing the sliding fee scale.

Outstanding Parent Balance

If a parent/guardian/family has an outstanding balance at any school readiness funded program in the Town of Bloomfield and refuses to pay this outstanding balance, then they are not eligible for any state and/or federally funded slot until the balance is paid in full. If a state and/or federally funded program within the Town of Bloomfield has a parent who leaves, or is withdrawn for an outstanding balance, the program must immediately report the information to the school readiness office. The school readiness office will then notify all state and federally funded programs, within the Town of Bloomfield, of the parent/guardian/families with an outstanding balance.

Programs may use this application or modify to include this info at minimum.

The Alliance for Bloomfield's Children

Bloomfield School Readiness Council

1 Filley Street, Bloomfield, CT 06002

Telephone # 860-769-5518

Application for School Readiness Funding

Child's Name _____
Last First M/F Date of Birth

Child's Social Security Number _____

Race/Ethnicity: () Asian () Black () Hispanic () White () Other _____

Parent/Guardian(s):

_____ Address: _____
Mother's Full Name

Home Phone#: _____ Work Phone#: _____

_____ Address: _____
Father's Full Name

Home Number #: _____ Work Number #: _____

Are you presently receiving cash assistance (TFA/AFDC) from the Department of Social Services? () YES () NO

Do you currently receive funding from the "Care 4 Kids" Program? () YES () NO

Do you have health insurance? () Yes () No If Yes: () Private () Husky

List all other dependents as claimed on last year's IRS 1040 form.

Last Name	First Name	Relationship to the child:	Date of Birth	Social Security Number
1. (child named above)		CHILD	(see above)	(see above)
2.				
3.				
4.				
5.				
6.				

School Readiness Site:

Parent/Guardian Signature

Please attach proof of residency & one month paycheck stubs (for each working parent).

The Alliance for Bloomfield's Children
Policies and Guidelines
School Readiness Attendance Policy/ Definition of Slot Types
(PO 09-04)

Attendance

1. Attendance records must be submitted each month with the monthly report.
2. The program must encourage regular attendance. At the time of enrollment, programs will talk with parents about the importance of regular attendance. If it appears that any child is habitually late or absent without excuse or illness, the program will counsel the parent that further absence may result in loss of the funded space for their child. The parent will be given an opportunity to improve attendance prior to losing the space.
3. When a child is absent and the family has no contact with the School Readiness Program, the program will document their efforts to contact the family and withdraw the child after a two-week period.
4. When a program fails to fill School Readiness spaces, the SRC may move those spaces to another School Readiness Program.

Definition of Slot Types

- **Full-Day/Full Year-Program (referred to as Full-Day program)**
Provides early care and education services for children 10 hours per day, 5 days per week, for 50 weeks per year. Children eligible for these programs must be consistently in need of services for a minimum of 6 hours per day, 5 days per week, 50 weeks per year.
- **Part-Day/Part-Year Program (referred to as Part-Day program)**
Provides early care and education services for children for at least 2 ½ hours per day, 5 days per week, for a minimum of 180 days per year between September 1 and June 30.

The Alliance for Bloomfield's Children

Policies and Guidelines

Alternate Plan of Care

(PO 14-05)

All School Readiness program providers that enroll children participating in full day/ full year and/or extended day slots, agree to work collaboratively to ensure that all children participating in School Readiness Programs have 50 weeks of service available.

- Each sub-grantee must create and submit for prior approval, a written plan for alternate care to accommodate families' needs that include the alternative care programs that will be used;
- Each sub-grantee must inform parents of the alternative care policy when they enroll and the available alternative care programs;
- Each sub-grantee must give families at least 2 week prior written notice of the non-holiday closing;
- Each sub-grantee must have families sign a form for their child's file that indicates if they need the alternative care;
- Each sub-grantee must have a policy on how alternate arrangements of care will be reimbursed;
- Each sub-grantee's plan for alternative care must guarantee Full-Day service for all families requesting it during a non-holiday closure. Sub-grantees may develop cooperative arrangements with other early childhood programs in the community, within their own programs or provide payments to parents for weeks when care is not provided. Clear notice must be given to parents 2 weeks in advance, allowing sufficient time to make their own plans as needed.
- Legal State Holidays:
 - New Year's Day, Martin Luther King Jr. Day, Lincoln and Washington's Birthdays, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

The Alliance for Bloomfield's Children

Policies and Guidelines

Policy on Children with Individual Education Programs (IEP)

(PO 09-05)

In order to provide support to eligible children who have an IEP and are in need of Full-Day/Full-Year child education services, the following policy is in effect:

- If the child's IEP calls for less than 20 hours per week of a special education program and related services and the total number of hours of the combined IEP and School Readiness program equals a minimum of 7 hours per day for a minimum of 50 weeks that child is eligible for a Full-Day/Full-Year slot.
- If the child's IEP calls for 20 hours or more per week of a special education program and related services and the total number of hours of the combined IEP and School Readiness program equals a minimum of 7 hours per day for a minimum of 50 weeks that child is eligible for an Extended Day slot.

*In order to help better serve the school readiness children in need of special education and related services, the School Readiness Liaison will supply school readiness programs with the proper protocol for referring children in need of services, to access services, programs:

SR Programs must complete forms required by the Bloomfield Public Schools.

*All children with an IEP will be provided with a program that ensures continuity and consistency in the least restrictive environment. The parent(s), the School Readiness Program, and the public school/LEA must collaborate to plan a program best suited to meet the goals in the IEP. If the delivery of special education services is at a location other than the SR program, with the parents' permission, a defined process for ongoing communication between the two programs should be coordinated to ensure consistency of services.

*All children with an IEP who are receiving special education and related services and are participating in any type of school readiness slot will be entitled to all the school readiness services as defined by the school readiness legislation, CGS Sections 10-16a through 10-16u, as amended by Public Act 01-1 June Special Session, regardless of the slot type.

*The School Readiness reimbursement may not be used to supplant the cost of the child's special education and related services, and special education funds may not be used to pay for a School Readiness space.

*The School Readiness Liaison must approve the appropriate space type for all school readiness children with an IEP. School Readiness programs must contact the SRL prior to the enrollment of all children with IEP to ensure proper space type placement of children.

The Alliance for Bloomfield's Children

Policies and Guidelines Monitoring and Evaluation

It is the responsibility of The Alliance for Bloomfield's Children to ensure implementation of the grant program, including fiscal and programmatic monitoring and mentoring of the sub-grantees and their adherence to the quality program standards, accreditation, grant policies and statement of assurances.

The monitoring and evaluation process of School Readiness programs will be the following:

1. Quarterly on-site monitoring visits conducted by the School Readiness Liaison will occur to assess compliance with all areas of grant implementation. The School Readiness office will establish a schedule of visits and programs will be notified in advance as to the date, time, and focus of the visit.
2. At the School Readiness Liaison's discretion, unannounced visits may be conducted.
3. Monitoring reports will be used in assessment and/or grant proposals in consideration for continued funding.

The Alliance for Bloomfield's Children
Policies and Guidelines
Service Delivery Reports & Request for Payments

Service Delivery Reports and invoices will be submitted on or before their due dates. Monthly reports and invoices are due no later than 12 noon to the School Readiness Liaison's address on their due date. Failure to submit a monthly report means the program will have to forfeit payment for that reporting period. If the due date for a monthly report falls on a holiday, reports and/or invoices will be due the following business day by 10 a.m.

The Provider will submit the "Sub-Grantee Monthly Service Delivery Report and Site Data Report" by the due date as established ABC. The Town of Bloomfield will reimburse costs on the basis of the number of slots which are reported to be filled on the "Sub-Grantee Monthly Service Delivery Report."

The Town of Bloomfield agrees to reimburse the Provider for occupied slots at the rate listed on the monthly report.

The Alliance for Bloomfield's Children

Policies and Guidelines

Utilization & Reallocation of Slots

It is the expectation of all School Readiness approved sites that they make every effort to recruit and retain families.

In recognition that vacancies occur it is the goal to offer access to open slots to eligible families:

- Information will be noted from utilization reports monthly and reported at regular ABC meetings;
- A contact person from each school readiness program will be chosen, and said person must alert the School Readiness Office immediately of vacant slots. Recruitment strategies will be discussed and an action plan developed;
- Programs will refer families to the School Readiness Liaison to be steered towards programs with vacancies;
- If utilization reaches 100% citywide, then programs may keep waiting lists of interested families to fill vacancies as they occur.

Slots are subject to reallocation each month in the event slots are not filled, beginning in November. Request for exemptions shall be submitted in writing to the School Readiness Committee.

If School Readiness slots arise for reallocation due to a program not being able to fill them during the month, the School Readiness Liaison will conduct a phone survey of approved programs to gather information on each program's ability to accommodate additional slots.

Criteria for decision making may include:

- Accreditation status
- Staff qualifications
- Other quality indicators deemed important by the School Readiness Liaison/Committee.

After decisions are made for slot reallocation, programs will be alerted of decisions by phone or follow-up email letter.

Report of re-allocation will be made to ABC at next regularly scheduled meeting.

The Alliance for Bloomfield's Children

Policies and Guidelines Complaints against Providers

The School Readiness Liaison must be notified in the event a complaint is filed against a School Readiness provider. The complaint could be with, but is not limited to, the Department of Public Health, the Department of Children and Families, NAEYC or any accrediting agency, or any other police or investigative agency concerning an alleged act or omission at the site, which may result in a potential licensing and/or accreditation violation or may constitute abuse or neglect.

- Such notification shall include the date and time of the alleged act or omission,
- The nature of the complaint,
- The results of any investigation by Provider personnel, and
- Any action taken by the Provider to correct the situation.

Notification shall be made to the School Readiness Liaison **within 72 hours** of the time that the Provider is made aware of the complaint. Further, the Provider shall notify the School Readiness Liaison of any findings made by the investigating agency. The identity of children and the complaint shall be maintained as confidential information by the Provider. This requirement shall not be limited to notification regarding acts or omissions affecting any child being provided care at the participating sites.

The liaison has a responsibility to document and report this kind of information to OEC and other relevant agencies. Failure to notify us of a complaint could result in program defunding.

The Alliance for Bloomfield's Children

Policies and Guidelines

Record Keeping and Access to Records

The Provider shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of the Agreement.

All records shall be subject at all reasonable times to monitoring, inspection, review or audit by authorized employees or agents of the Town of Bloomfield and ABC. The Provider shall not dispose of any records concerning this contract without written permission from the Town of Bloomfield and ABC for 3 ½ years after the current fiscal year.

The Town of Bloomfield and ABC reserve the right to conduct unannounced visits to funded sites and to inspect relevant files to confirm reported data.

The Alliance for Bloomfield's Children

Policies and Guidelines

Adherence to OEC General Policies

Program Compliance

It is the expectation of all School Readiness approved sites, that they adhere to all valid and applicable School Readiness General Policies distributed by the Office of Early Childhood.

Programs can review and print all Guiding Policies, from the OEC website at:

<http://www.ct.gov/oec/cwp/view.asp?a=4541&q=539506>

It is expected that all School Readiness providers read and understand all guiding policy and program operation policies.

Funded Providers, while autonomous in their program operations, must also comply with the standards as stated in the following documents:

- Grant RFP and proposal;
- School Readiness Council Policies; and
- School Readiness Legislation.

Need for clarification on the application of any of these standards is to be brought to the attention of ABC through the School Readiness Liaison who can be contacted at 860-769-5518.

The Alliance for Bloomfield's Children

Policies and Guidelines Termination and Default

If the Provider defaults or otherwise fails to comply with any of the conditions in their contract in whole or in part for cause, which shall include failure for any reason of the Provider to fulfill in a timely and proper manner its obligations under that Agreement, the Alliance for Bloomfield's Children may:

1. Withhold payments until the default is resolved to the satisfaction of ABC;
2. Temporarily or permanently discontinue services under the contract;
3. Require that unexpended funds be returned to the Town;
4. Assign appropriate personnel to execute the agreement until such time as the contractual defaults have been corrected to the satisfaction of ABC;
5. Require contract funding be used to enter into a subcontract arrangement with a person or persons designated by ABC in order to bring the program into contractual compliance;
6. Terminate this agreement;
7. Take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the Alliance, the program provided under this agreement or both;
8. Any combination of the above actions.

In the event of any termination, all property, documents, data, studies and reports purchased or prepared by the Provider under this agreement shall be disposed of according to directives of OEC. The Provider shall be entitled to any compensation for unreimbursed expenses reasonably and necessarily incurred in a satisfactory performance of the agreement. Notwithstanding the above, the Provider shall not be relieved of liability to the Town for damage sustained by the Town by virtue of any breach of the agreement by the Provider, and the Town may withhold reimbursements of the Provider for the purposes of set-off until such time as the exact amount of damages due the Town from the Provider is agreed upon or otherwise determined.

The Alliance for Bloomfield's Children

Policies and Guidelines

Children Aged 5 in School Readiness Programs

In accordance with the School Readiness Connecticut general statutes 10-16t, the Alliance for Bloomfield's Children hereby elects to reserve up to five percent of the spaces in its School Readiness programs for children who are five years of age and are eligible to attend school pursuant to section 10-15c.

- "Eligible children" means children three and four years of age and children five years of age who are not eligible to enroll in school pursuant to section 10-15c, or who are eligible to enroll in school and will attend a school readiness program pursuant to section 10-16t;
- Such children shall only be eligible to participate in the school readiness program if they have been in the program for at least one year and the parent or legal guardian of such a child, the school readiness program provider and the local or regional school district in which the child would otherwise be attending school agree that the child is not ready for kindergarten.
- Children must be residents of the Town of Bloomfield,
- The parent or legal guardian of the child must write a letter to the child's district school detailing information that they do not want their child to attend Kindergarten even though they are age eligible, per state law, and a copy of the letter the parent has written must be given to the School Readiness program and the School Readiness office,
- The School Readiness program provider must submit a written justification letter to the School Readiness Liaison; this letter will be shared with the School Readiness co-chairs for review. Further action or referral to the Board of Education may occur.

Sec. 10-16t. Participation by five-year-olds in school readiness programs. A local school readiness council may elect to reserve up to five per cent of the spaces in its school readiness programs for children who are five years of age and are eligible to attend school pursuant to section 10-15c. Such children shall only be eligible to participate in the school readiness program if they have been in the program for at least one year and the parent or legal guardian of such a child, the school readiness program provider and the local or regional school district in which the child would otherwise be attending school agree that the child is not ready for kindergarten.

Sec. 10-15c. Discrimination in public schools prohibited. School attendance by five-year-olds. (a) The public schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year, and each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the activities, programs and courses of study offered in such public schools, at such time as the child becomes eligible to participate in such activities, programs and courses of study, without discrimination on account of race, color, sex, religion, national origin or sexual orientation; provided boards of education may, by vote at a meeting duly called, admit to any school children under five years of age.

(b) Nothing in subsection (a) of this section shall be deemed to amend other provisions of the general statutes with respect to curricula, facilities or extracurricular activities.

The Alliance for Bloomfield's Children

Policies and Guidelines

Residency (C-06)

The following guidelines must be followed by the local School Readiness Council and their sub-grantee School Readiness programs:

- 1. The local School Readiness Council shall establish a written policy regarding whether to allow sub-grantee School Readiness programs to enroll non-resident children. The local School Readiness Council may choose not to implement the non-residency option. The Office of Early Childhood (OEC) recommends that the local School Readiness Council implement the non-residency option only if the School Readiness grantee has a history of under-utilization of School Readiness spaces filled by residents.*
- 2. If the local School Readiness Council allows non-residents to be accepted into local sub-grantee School Readiness programs, the sub-grantee School Readiness program is required to prioritize enrollment of 3- and 4-year olds from the grantee's municipality before accepting non-resident children.*
- 3. The local School Readiness Council will deem appropriate timelines to allow sub-grantee School Readiness programs to enroll non-resident children. Enrollment of nonresident children may begin as early as July 1 of the grant year and spaces for resident children may not be held open past the November reporting period of each fiscal year.*
- 4. School Readiness programs must continue to serve 60% School Readiness children at or below 75% of the State Median Income (SMI).*
- 5. School Readiness programs must continue to serve 50% full-day School Readiness children unless granted a waiver by the OEC.*
- 6. If a non-residency option is allowed by the local School Readiness Council, School Readiness programs must prioritize full-day spaces for non-resident School Readiness children.*

The Alliance for Bloomfield's Children will allow up to a total of 15% of non-Bloomfield residents to be accepted into local Bloomfield School Readiness Programs. These non-resident applications to programs must include a statement as to why the family should be awarded a slot. Priority should be given to families who work in Bloomfield.

Non-resident slots may not be filled until after the end of the September reporting period to give priority to residents of the Town of Bloomfield. Prior year non-resident slots may be continued until the child leaves the program. Programs may begin to award slots at the beginning of the October report period after permission is given by the School Readiness Liaison to award a slot. The Liaison shall record the non-resident slots in the order received from programs, so as not to exceed 15% of the total amount of Bloomfield slots.

School Readiness programs must continue to serve at least 60% School Readiness children at or below 75% of the State Median Income (SMI).

School Readiness programs must continue to serve at least 50% full-day School Readiness children unless granted a waiver by the OEC.


Acknowledgement of School Readiness Policies

I, _____, as the designated and authorized contact
person for _____ (insert agency or program name)
affirm that this program shall adhere to all School Readiness policies and have
read and understand all School Readiness policies.

Authorized Signature

Date

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: May 6, 2016

RE: FY 15/16-69: ADOPTION OF RESOLUTION –
BLOOMFIELD EARLY LEARNING CENTER FAÇADE
IMPROVEMENT PROJECT

The Department of Economic and Community Development is requiring that we adopt the attached resolution concerning the Bloomfield Early Learning Center Façade Improvement Project.

Should Council wish to move forward, the following motion would be in order:

Move to adopt the attached resolution:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT
(AN EQUAL OPPORTUNITY EMPLOYER)
CERTIFIED RESOLUTION OF THE GOVERNING BODY

I, Marguerite Phillips, Town Clerk, certify that below is a true and correct copy of a

(Name of Official)

(Title of Official)

resolution duly adopted by Town of Bloomfield
(Name of the Applicant)

at a meeting of its Town Council
(Governing Body)

duly convened on _____ and which has not been rescinded or modified in

(Meeting Date)

any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)

SEAL

WHEREAS, pursuant to Special Act 05-1, JSS, Sec. 13(j)(24)
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Bloomfield
(Applicant)

\$20,000 in order to undertake the Bloomfield Early Learning Center Façade
(Name and Phase of Project)

Improvement Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

Town Council

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by
Special Act 05-1, JSS, Sec. 13(j)(24)

(State Statutory Reference)

2. That the filing of an application for State financial assistance by

Town of Bloomfield

(Applicant)

in an amount not to exceed \$20,000 is hereby approved and that

Town Manager- Philip K. Schenck, Jr.

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

Town of Bloomfield

(Name of Applicant)



STATE OF CONNECTICUT
NONDISCRIMINATION CERTIFICATION — New Resolution
By Entity
For Contracts Valued at \$50,000 or More

Documentation in the form of a corporate, company, or partnership policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of a contractor that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut valued at \$50,000 or more for any year of the contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

CERTIFICATION OF RESOLUTION:

I, _____, of _____,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____,
Name of State or Commonwealth

certify that the following is a true and correct copy of a resolution adopted on the _____ day of _____, 20____ by the governing body of _____,
Name of Entity

in accordance with all of its documents of governance and management and the laws of _____, and further certify that such resolution has not been modified
Name of State or Commonwealth

or revoked, and is in full force and effect.

RESOLVED: That the policies of _____ comply with the
Name of Entity
nondiscrimination agreements and warranties of Connecticut General Statutes
§§ 4a-60(a)(1) and 4a-60a(a)(1), as amended.

The undersigned has executed this certificate this _____ day of _____, 20____.

Authorized Signatory

Date

Printed Name

SPECIAL ACT #1, 2005
JUNE SPECIAL SESSION
AS AMENDED
SECTION 12-19

ITEM NO. 31

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

GRANT-IN-AID TO THE TOWN OF BLOOMFIELD FOR A FAÇADE IMPROVEMENT PROGRAM

REQUESTED: Use of Previously Allocated Funds Available (to agency) \$20,000

FROM: Sec. 13(j)(24) Acct. No. 12052-ECD46000-40414

REASON FOR REQUEST:

At the March 31, 2006 meeting of the State Bond Commission funds were allocated for a grant-in-aid to Town of Bloomfield for a façade and streetscape improvement program for the town's eastern corridor.

The purpose of this request is to reallocate a portion of these funds for façade improvements to the Bloomfield Early Learning Center.

Funds are requested as follows:

Total, This Request \$20,000



Department of Economic and
Community Development

Connecticut
still revolutionary

Timothy Sullivan
Deputy Commissioner

April 15, 2016

Mr. Philip K. Schenck
Town of Manager
Town of Bloomfield
800 Bloomfield Avenue
Bloomfield, CT 06002

Dear Mr. Philip K. Schenck:

The Department of Economic and Community Development is pleased to submit a proposal for assistance in support of the Town's plans to make façade improvements to the Bloomfield Early Learning Center in Bloomfield, Connecticut. The following pages contain a project description and supporting details of a financial assistance package developed jointly between your staff and ours.

This proposal represents the Governor's continuing commitment to support organizations such as yours and encourage early childhood development in Connecticut. We are pleased to have an opportunity to work with you on this project. The success of your project and continue operation are important to us.

Our staff will continue to be available to you and your staff throughout the duration of the project. If you have any questions concerning this proposal please contact Vincent Lee, your development manager, at 860.270.8144.

Sincerely,

Timothy Sullivan
Deputy Commissioner

Town of Bloomfield

Philip K. Schenck- Town Manager

Date

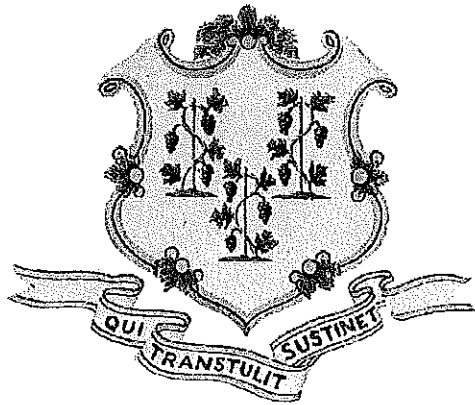
4/25/16

State of Connecticut

Governor Dannel P. Malloy

Department of Economic and Community Development

Commissioner Catherine H. Smith



Financial Assistance Proposal

For

Bloomfield Early Learning Center Façade Improvements

Bloomfield, Connecticut

April 2016

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BACKGROUND

Applicant Description:

The Town of Bloomfield was incorporated in 1835. It has a land area of 26 square miles and a population of approximately 20,824 people. The town is located in Hartford County in the Capitol Region. It has the largest tract of undeveloped industrial land in the Capitol Region. It is also part of the Hartford Labor Market Area and the Capitol Area Economic Development Region. The town chief industries are manufacturing and services.

Project Description:

At the June 21, 2013 meeting, the State Bond Commission approved the reallocation of \$20,000 from a \$500,000 Special Act Grant to the Town of Bloomfield, on behalf of Bloomfield Early Learning Center (BELC), for façade improvements. The funds were used to remediate lead paint in the areas around the entryways, the entire front area and the other two sides of the structure, as well as, near the playground area.

SOURCE AND USE OF FUNDS

Sources of Funds

Department of Econ. and Comm. Develop. – Special Act	\$20,000
Total	\$20,000

Use of Funds

Administration	\$ 2,500
Engineering	\$ 2,500
General Construction	\$15,000
Total	\$20,000

** The figures above may be amended from time to time through requests for revisions to the Project Financing Plan and Budget, as approved by the Department of Economic and Community Development.*

FINANCIAL ASSISTANCE PROPOSAL

This financial assistance proposal is based upon the commitment of the Town of Bloomfield to implement the project as described herein. The State of Connecticut, acting through the Department of Economic and Community Development (hereafter, "DECD") and under the provisions of Special Act 05-1, June Special Session, Sec. 13(j)(24) proposes a financial assistance package consisting of a grant in the total amount of \$20,000. DECD financial assistance shall not exceed \$20,000 of the total project cost as described in this proposal, as set forth in the most recently approved Project Financing Plan and Budget. The components of this financial assistance are outlined below:

Applicant: **Town of Bloomfield**

DECD Financing: **\$20,000** **Grant**

Amount and Use of DECD Funds:	\$ 2,500	Legal
	\$ 2,500	Engineering
	<u>\$15,000</u>	<u>Construction</u>
	\$20,000	TOTAL

PROPERTY RESTRICTIONS

Negative Pledge

The Applicant agrees that it will execute a Negative Pledge and Agreement ("Negative Pledge") in a form acceptable to the Commissioner, which Negative Pledge shall provide that the Applicant shall not sell, lease, transfer, assign, or in any way encumber or otherwise dispose of the Applicant's property, located at 73 Rockwell Avenue in Bloomfield, Connecticut, in whole or in part, without first obtaining the written consent of the Commissioner. The Negative Pledge shall be recorded on the land records of the Town of Bloomfield.

Use Restriction

The Applicant covenants and agrees that the Applicant's property, located at 73 Rockwell Avenue in Bloomfield, Connecticut, shall be used as Early Learning Center for 10 years. Applicant agrees that it shall execute a Declaration of Restrictive Covenant ("the Covenant") in a form acceptable to the Commissioner, which shall be filed on the land records of the Town of Bloomfield. The Covenant shall be enforceable by the State and shall provide that any conveyance of Applicant's property shall be subject to the terms of the Covenant.

ENVIRONMENTAL COMPLIANCE

Connecticut Environmental Policy Act

Disbursement of state funds may be subject to the completion of the appropriate Connecticut Environmental Policy Act ("CEPA") review of project activities. If project analysis and review under the provisions of CEPA is necessary, then DECD will contract a professional engineering/planning firm experienced in preparing CEPA documents, using funds appropriated to the project. Said firm shall work at the direction of the DECD in assessing the project activities in accordance with CEPA (C.G.S. Sec. 22a-1 and R.C.S.A. Sec. 22a-1a-1 to 22a-1a-12).

Environmental Condition of the Real Property

As determined by DECD, the environmental site assessments, survey, reports and remedial action plans will be prepared for real property subject to project activities. A professional firm licensed to practice in the State of Connecticut shall prepare the reports. The scope of investigations and report shall conform to the applicable Department of Environmental Protection laws and regulations, and the applicable American Standards for Testing Materials document standards. Copies of all reports shall be made available to DECD.

If the Applicant and/or other parties for the subject properties within the project area have conducted Environmental Site Assessments, copies of such documents must be submitted to DECD.

CONSTRUCTION COMPLIANCE

The DECD requires submission of project design documents, specifications, construction bid documents and cost estimates and other documents outlined in Schedule A. All submissions are subject to review, comment, and/or approval by the DECD's Office of Financial Review and Special Projects and/or the DECD Commissioner. Unless notified by DECD, for projects with a total project cost of \$250,000 or less, the grantee will be required to certify that the project is in compliance with DECD design, bidding, contracting and construction monitoring requirements. In these cases, it will be the responsibility of the grantee to certify and submit the appropriate documentation during the pre-bid phase, construction phase and close-out phase of the project.

The Applicant shall submit for review and comment the following construction-related documents which need to comply with DECD design, bidding, contracting and construction monitoring Requirements: a) bid package(s) including procedures for bidding; b) bid selection process and results; c) bonding and insurance requirements; d) copies of contracts; e) schedule of values; f) payment requisitions and change orders.

DECD requirements for approval of the release of funds for construction include review of construction documents, latest updated budget, submittal of bidding process, project schedule and cash flow updates, monthly reports, and any appropriate back up materials as may be needed for review such as application and certificate of payment (AIA Document G702) approved by the architect and/or engineer, appropriate invoices, etc.

ADMINISTRATIVE AND PROJECT MONITORING PLAN

The Applicant shall be required to submit to the DECD a project administration plan, acceptable to the DECD, that describes how they will document and monitor the financial and construction oversight of the State funds as required by the Assistance Agreement and as approved in the DECD's Project Financing Plan and Budget. The purpose of the plan is to assure the completion of the project within the approved Financing Plan and Budget and the appropriate use of State funds. The plan should address how State funds will be disbursed in conjunction and in accordance with all contractual agreements. The plan should include the process that they will undertake to approve payment requisitions and project construction change orders.

REPORTING

Project Audit

Each Applicant subject to a federal and/or state single audit must have an audit of its accounts performed annually (see Schedule B). The audit shall be in accordance with the DECD Audit Guide (located at <http://www.ct.gov/ecd/cwp/view.asp?a=1096&q=249676>) and the requirements established by federal law and state statute. All Applicants not subject to a federal and/or state single audit shall be subject to a Project-specific audit of its accounts within ninety (90) days of the completion of the Project or at such times as required by the Commissioner. Such audit shall be in accordance with the DECD Audit Guide. An independent public accountant as defined by generally accepted government-auditing standards (GAGAS) shall conduct the audits. At the discretion and with the approval of the Commissioner, examiners from the Department of Economic and Community Development may conduct Project-specific audits.

The completion of the project will be determined by the end date of the most recently approved Project Financing Plan and Budget.

Project Financial Statements

The Applicant shall provide a cumulative Statement of Program Cost and a Detailed Schedule of Expenditures to the Commissioner in the approved DECD project statement format as outlined in the most current Accounting Manual located at <http://www.ct.gov/ecd/cwp/view.asp?a=1096&q=249670>. This information will be required to be provided within ninety (90) days after the expiration date of the Project Financing Plan and Budget or earlier as determined by the Commissioner. Further information, such as supporting documentation (i.e. copies of invoices, cancelled checks, contracts etc.) for the expenditures charged may be requested from the applicant, as necessary.

REQUIRED DOCUMENTS

The Applicant must provide the following required documents prior to contract closing. No financial assistance agreements will be signed by DECD until all required documents have been received, which include the following

- Administrative and Project Monitoring Plan

PROJECT START/END DATE

For purposes of this proposal this project will have a start date of June 21, 2013, and any eligible Applicant project expenditures after that date will be permitted as part of the project. The end date of the project will be determined by the most recently approved Project Financing Plan and Budget.

EXPIRATION

The Applicant must accept this proposal no later than 30 calendar days after the date of proposal. In the event the DECD does not receive the acceptance of this proposal by the aforementioned date, the offer will be considered null and void and withdrawn.

INSTANCES OF DEFAULT

If funding for the project is approved, the Assistance Agreement between DECD and the Applicant may be subject, but not limited to the following default provisions: breach of agreement, misrepresentation, receivership or bankruptcy, condemnation or seizure, lack of adequate security, violation of terms in other project documents. In addition to repayment in full of the funding, DECD's remedies may include, but not be limited to, the ability to collect an additional 5% in liquidated damages on the total amount of financial assistance, and to charge a 15% per annum rate of interest on financing provided.

CLOSING AND TRANSACTION COSTS

The Applicant shall be responsible for the payment of all necessary and appropriate costs associated with this transaction, whether or not a closing takes place, including but not limited to the State's attorneys fees and other such costs incurred by the State or

associated with securing the State Financial Assistance. Such costs may also include reasonable attorney fees, appraisal costs, and other possible fees and costs related to the closing. No financing will be provided until the Applicant has paid DECD's legal fees.

LABOR COMPLIANCE

Nondiscrimination

The Applicant will comply with Connecticut General Statutes section 4a-60, as may be amended, which prohibits the Applicant from discriminating or permitting discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Applicant will comply with Connecticut General Statutes section 4a-60a, as may be amended, which prohibits the Applicant from discriminating or permitting discrimination against any person or group of persons on the grounds of sexual orientation.

Affirmative Action

The Applicant will comply with Connecticut General Statutes Section 4a-60, which prohibits the Applicant from engaging in or permitting discrimination in the performance of the work involved as well as requires that the company take affirmative action to ensure that all job applicants with job related qualifications are employed and that employees are, when employed, treated in a nondiscriminatory manner.

Executive Order Number Three

The Applicant will comply with Executive Order Number Three, which gives the State Labor Commissioner continuing jurisdiction over Agreement performance in regard to nondiscrimination. It empowers the State Labor Commissioner to cancel, terminate or suspend the Assistance Agreement for violation of or noncompliance with the order or any state or federal law concerning nondiscrimination.

<http://www.cslib.org/exeorder3.htm>

Executive Order Number Sixteen

The Applicant will comply with Executive Order Number Sixteen, of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workplace Prevention. The Assistance Agreement may be cancelled, terminated or suspended by the State for violation or noncompliance with said Executive Order No. Sixteen.

<http://www.ct.gov/governorowland/cwp/view.asp?A=1328&Q=255942&pp=12&n=1>

Executive Order Number Seventeen

The Applicant will comply with Executive Order Number Seventeen, which gives the State Labor Commissioner and DECD joint and several jurisdiction in respect to Agreement performance in regard to listing all employment openings with the Connecticut Employment Service. <http://www.cslib.org/exeorder17.htm>

WITHDRAWAL OF FINANCIAL ASSISTANCE PROPOSAL

Notwithstanding any other provisions of this proposal, the State, in its discretion, may elect to withdraw this proposal and withhold payment of funds if:

- The Applicant shall have made to the State any material misrepresentation in the project data supporting the funding request, in the application or any supplement thereto or amendment thereof, or thereafter in the agreement, or with respect to any document furnished in connection with the project; or
- The Applicant shall have abandoned or terminated the project, or made or sustained any material adverse change in its financial stability and structure, or shall have otherwise breached any condition or covenant, material or not, in this proposal and/or thereafter in the agreement.

ADDITIONAL TERMS AND CONDITIONS

The Applicant acknowledges that the obligation of DECD to provide the financial assistance set forth herein is subject to the normal State approval process, including but not limited to approval by the State Bond Commission, and may be subject to review and approval of any documentation by the Attorney General as to form and substance.

The State financial assistance will be subject to the standard terms and conditions established by DECD for financial assistance under Special Act 05-1, June Special Session, Sec. 13(j)(24). The Applicant will enter into an Assistance Agreement with the State of Connecticut, acting through DECD, which will contain but not be limited to provisions of this proposal, and set forth the terms and conditions of the state financial assistance, and will execute and/or deliver such other documents, agreements, and instruments as DECD may require in connection with the State financial assistance or any required security.

This proposal is not a contract by the State of Connecticut or the Applicant. The State shall not be bound until a contract has all approvals required by law, and is executed in accordance with all applicable State procedures.

DECD CONTACTS

Project Manager: Your Project manager is responsible for coordinating all aspects of your project as it moves forward. Please consider the development manager as your main point of contact throughout the life of your project.

Contact: Vincent Lee

Phone #: 860.270.8144

Director: Your Director is also available to you at any time for issues pertaining to all aspects of your project.

Contact: Nelson Tereso

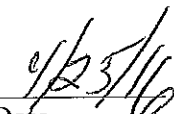
Phone #: 860.270.8213

CLIENT OBLIGATION CHECKLIST

The following is a brief outline of the documents that will be required to be provided by the municipality over the life of the agreement. This is not an attempt to define all of the terms and conditions as outlined in this proposal, but to provide a snapshot of the requirements.

General Requirement	Comment	Y E A R S										Status
		1	2	3	4	5	6	7	8	9	10	
State Single Audit (if applicable for non-profits/municipalities) – See Schedule B	Due within 180 days of FYE until all project funds are expended	X	X	X								
Unaudited balance sheet and Cumulative Statement of Program costs	Due within ninety (90) days after the expiration date of the Project Budget	X	X	X								
Special Reports	Due every xx											


Applicant Initials


Date

NEXT STEPS

The enclosed documents, accompanying this financial assistance proposal, must be completed and returned to DECD within thirty (30) calendar days of acceptance of this assistance proposal.

- * Application
- * Corporate Resolution
- * Non-discrimination Certification
- * Project Financing Plan and Budget

Please return the signed acceptance letter and initialed Client Obligation Checklist to:

State of Connecticut
Department of Economic and Community Development
Office of Capital Projects
505 Hudson Street
Hartford, CT 06106

Attn: **Vincent Lee**
2nd Floor

SCHEDULE A

Schedule of Submissions and Approvals required for State Assistance

The DECD will require the Applicant to provide certain documents prior to the start of construction and through the completion of the project. In addition, DECD will require certain reviews and opportunities for comment during design and construction, through the completion of the project. The following outlines some of these documents and some of the anticipated DECD approvals:

Submissions to DECD – Start of Project to Construction Completion:

- Schematic Design Plans
- Consultant Contracts
- Consultant Engineering Reports (including civil/site, environmental, geotechnical, and structural).
- CGS 25-68(d) Floodplain Certification Submission (if applicable)
- Appraisal Reports
- Historic and Archeological Surveys, Reports, and Mitigation Deliverables (if applicable)
- Affirmative Action Compliance Reports
- Applicant Bylaws
- Applicant Conflict of Interest Policy
- Cumulative Statement of Program Cost and Project Balance Sheet
- Applicant Single Audit Act Reports
- Third Party Special Inspection Reports
- Monthly Progress Reports by Applicant (format to be approved by DECD)
- Meeting Minutes and Correspondence (between owner, architect, and/or contractor)

DECD Site Development Involvement: DECD requires on and off-site project access on regular basis for review of design and construction developments.

Submissions to DECD Upon Completion of Construction:

- Annual Audit & Management Reports
- Cumulative Statement of Project Cost and Project Balance Sheet
- Certificate of Occupancy (where applicable)
- Record documents (As Builts)
- Certificate of Substantial Completion (AIA form G704)
- Contractor's Affidavit of Payment of Debts and Claims (AIA form G706)
- Contractor's Affidavit of Release of Liens (AIA form G706A)
- Subcontractors and Suppliers Release or Waiver of Liens
- Consent of Surety Company to Final Payment (AIA G707)
- Consent of Surety to a Reduction in or Partial Release of Retainage at 50% project completion, if applicable: (AIA form G707A) Requires DECD concurrence.
- Final Application and Certificate for Payment (AIA form G702, and continuation sheet G703)

If the contractor has provided Contractor's Affidavit of Release of Liens (AIA form G706A) and lien waivers from major subcontractors and suppliers, a contractor may request the balance of retainage. If these documents are not provided, retainage cannot be paid until 91 days after the date on the Certificate of Substantial Completion.

SCHEDULE B

TO: Municipal or Nonprofit Agency Grantee – DECD Program

FROM: Donald Lapointe
Office of Financial Review

SUBJECT: DECD and State Single Audit Submission Requirements

Pursuant to Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, each municipality, audited agency, tourism district and not-for-profit organization that expends state financial assistance equal to or in excess of three hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 2009, shall have a single audit made for such fiscal year in accordance with the provisions of the above-referenced General Statutes. If total state financial assistance expended for the fiscal year is for a single state program, a program-specific audit may be conducted in lieu of a single audit.

Copies of the state single audit report package must be filed with the state grantor agencies, the cognizant agency and pass-through agencies (if applicable). Submission of the report package must be made within 30 days of completion of the audit report, if possible, but no later than six months after the end of the audit period. For recipients with a June 30, 2005 fiscal year end, the filing deadline is December 31, 2005. Cognizant agencies must be notified of the Independent Auditor appointed to conduct the audit. Such notification must be made not later than thirty days before the end of the fiscal year of the entity to be audited.

The Office of Policy and Management is the cognizant agency for municipalities, tourism districts, other quasi-governmental entities and nonprofit organizations under the State Single Audit Act. The Dept. of Economic & Community Development is the cognizant agency for Housing Authorities. Your Cognizant Agency has the authority under C.G.S. Section 7-393 and State Single Audit Regulations to grant an extension for filing an audit report past the statutory deadline. In order for such an extension to be considered, an Audit Submission Extension Request Form must be submitted to the cognizant agency no later than 30 days prior to the required filing date. Both the independent auditor and the Chief executive officer of the audited entity must sign the request. If the reason for the extension relates to deficiencies in the entity's accounting system, a corrective action plan must accompany the request. The request may be faxed to the cognizant agency as indicated on the request form.

The following is a list of the required components of a complete audited financial report package that must be filed by the deadline with your cognizant agency, each State agency that provides funding to you, such as the Dept. of Economic & Community Development, and pass-through agencies (if applicable):

1. The Audit Report on the Financial Statements of the auditee
2. State Single Audit Report or program-specific audit report (if applicable)
3. Federal Single Audit Report (if applicable)
4. Municipal Audit Questionnaire (Municipalities & Audited Agencies)
5. Management Letter (if applicable)

6. Corrective Action Plan (if applicable)
7. Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

The DECD requires that the DECD Audit Guide must be used in conjunction with a State Single Audit of DECD programs. The only additional requirements are that the DECD programs be tested for compliance with laws and regulations using the compliance supplements contained in Appendix A of this guide and that the financial statement format outlined in Exhibit 4-2 of the guide be followed. The DECD *Consolidated Audit Guide for DECD Programs* is available at the following Website: <http://www.ct.gov/ecd> under Miscellaneous Publications.

State Single Audit Regulation Sec. 4-236-28, states, "In cases of continued inability or unwillingness to have a proper audit conducted of a program in accordance with these regulations, **state agencies** shall consider appropriate sanctions concerning the program including but not limited to:

- (a) withholding a percentage of awards until the audit is completed satisfactorily;
- (b) withholding or disallowing overhead costs; or
- (c) suspending state awards until the audit is completed".

Any nonstate entity, which fails to have the audit report filed on its behalf within six months after the end of its fiscal year or within the time granted by the cognizant agency, may be assessed a civil penalty of not less than \$1,000 but not more than \$10,000.

While these are strong measures and in most instances not needed, they define the measures that state agencies and OPM may take to ensure that those grantees receiving state financial assistance submit timely and appropriate audit reports.

In summary, as a grantee of a DECD program, please file the following documents as applicable with DECD and OPM by the dates indicated:

File the following with the state grantor agency – [DECD, Office of Financial Review and Special Projects, 505 Hudson Street, Hartford, CT 06106]:

- *Complete Audit Reporting Package if your entity is subject to filing a State Single Audit (must be submitted within 30 days of completion but no later than the filing period deadline),*
OR
- *State Single Audit Exemption Notification Form if your entity is exempt from filing a State Single Audit (submit as soon as possible after fiscal year end but no later than six months after your fiscal year end)*

File the following with your cognizant agency – [OPM, Intergovernmental Policy Division, Municipal Finance Services, 450 Capitol Avenue - MS-54MFS, Hartford, CT 06106]:

- *Auditor Notification Form (submit no later than thirty days before the end of the fiscal year of the entity to be audited)*

- *Extension Request For Filing Financial and State Single Audits* if the audit cannot be filed by the due date (*submit at least 30 days prior to the end of the six-month filing period*)
- *Complete Audit Reporting Package* if subject to filing State Single Audit (*submit within 30 days of completion but no later than the filing period deadline*),
- *State Single Audit Exemption Notification* Form (submit as soon as possible after fiscal year end if you determine that your organization was not subject to the State Single Audit Act but no later than six months after your fiscal year end)

If you have any questions please contact Steve Pons at (860) 270-8209.

Thank you for your attention to these matters.

Attachments:

- Extension Request for Filing Financial and State Single Audit Form
- Appointment of Auditor Notification Form
- State Single Audit Filing Exemption Notification Form

**EXTENSION REQUEST FOR FILING
FINANCIAL AND STATE SINGLE AUDITS**

Pursuant to C.G.S. 7-393 and/or S.S.A. Regulation 4-236-25, a _____ day extension
(Number of days)*
for filing the ____ / ____ / ____ Audited Financial Statements ____ State Single Audit ____ is
(Fiscal Year Ended) (Check applicable reports)
requested until ____ / ____ / ____ for _____
(New filing date) (Name of entity)

Entity Federal Employer Identification Number (FEIN): _____

Entity Address _____

Contact Person & Title _____

Telephone () _____ Facsimile () _____ Email _____

Special Reasons For the Request:

List State Agency(s) providing funds
(To be completed by entity receiving funds) _____

Requested by:
Independent Accountant or Accounting Firm _____

Address _____

_____ Zip _____

Telephone () _____ Facsimile () _____ Email _____

Independent Auditor's Signature Date Auditee CEO's Signature Date

Mail or Fax (860) 418-6493 To OPM at least 30 days prior to the end of the 6-month filing period.

FOR OPM ACTION ONLY

Extension Approved _____ Denied _____ Date ____ / ____ / ____ For OPM _____

Date Auditor Notified: ____ / ____ / ____ Date State Agencies Notified: ____ / ____ / ____

Comments _____

* Requests for extensions should not exceed 30 days per request.

<http://www.opm.state.ct.us/igp/services/Audits.htm>

APPOINTMENT OF AUDITOR NOTIFICATION

To: *Office of Policy and Management*
Intergovernmental Policy Division
Municipal Finance Services
450 Capitol Avenue – MS-54MFS
Hartford, Connecticut 06106-1308
Tel.(860) 418-6400 Fax (860) 418-6493 E-Mail lori.stevenson@po.state.ct.us

From: Entity Name _____
Entity Address _____ Zip _____
Federal Employer Identification Number (FEIN) _____
Chief Fiscal Officer (Municipal) _____
Executive Director (Nonprofit) _____
Telephone (with area code) _____ Facsimile _____
Internet E-Mail Address _____
Chair, Board of Directors (Nonprofit) _____
Telephone Number of Bd. Chairman _____

The following information is furnished in compliance with Connecticut General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:

Name _____
Address _____
Zip _____
State of CT Board of Accountancy CPA Firm Permit to Practice Number _____
Contact Person & Title _____
Telephone (with area code) _____ Facsimile _____
Internet E-mail Address _____

2. Fiscal Period(s) of Audit From _____ To _____, From _____ To _____

3. Appointment Date of Auditor _____

4. Name/Title of Appointing Authority _____

<http://www.opm.state.ct.us/igp/services/Audits.htm>

[ORGANIZATION'S LETTERHEAD]

STATE SINGLE AUDIT
FILING EXEMPTION NOTIFICATION

Date: _____

Lori Stevenson, Executive Secretary
Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue MS#54MFS
Hartford, CT 06106-1308

Dear Ms. Stevenson,

This letter is to inform the Office of Policy and Management that for our fiscal year, which ended _____, the total expenditures of State financial assistance was less than \$300,000 for any fiscal year beginning on or after July 1, 2009. Total expenditures of State Financial Assistance for all programs was \$ _____.

Based on the guidelines of C.G.S. 4-231(b), we are exempt from filing a State Single Audit for this fiscal period. If you have any questions please contact:

Contact Person: _____

Name of Nonprofit: _____

Address: _____

_____ Zip _____

Telephone: (____) _____ Facsimile (____) _____ Email _____

Very truly yours,

Chief Executive Officer

Chief Financial Officer

cc: Michael J. Lettieri, Community Development Director
Office of Financial Review and Special Projects
Department of Economic and Community Development
505 Hudson Street
Hartford, CT 06106

This form may be returned to OPM by facsimile (860) 418-6493 and DECD by facsimile (860) 270-8200.
<http://www.opm.state.ct.us/igp/services/Audits.htm>

Submission Date: 3/2016	Initial Submission: [X]	Revision #:
Applicant Name: Town of Bloomfield		
Project Name: Bloomfield Early Learning Center Façade Improvements		

Acct. Code	PROJECT INCOME DETAIL	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1310.1	SALE OF LAND OR BLDGS				\$ -
1310.2	RENTAL OF LAND OR BLDGS				\$ -
1310.3	SALE OF SALVAGE OR EQUIP.				\$ -
1310.4	INVESTMENT INTEREST				\$ -
1310.5	SITE NET INCOME				\$ -
1310.6	OTHER PROJECT INCOME				\$ -
	TOTAL PROJECT INCOME	\$ -	\$ -	\$ -	\$ -

Acct. Code	USES SUMMARY	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND				\$ -
1410	OTHER DEVELOP EXPENSES				\$ -
1415	ADMINISTRATION	\$ 2,500			\$ 2,500
1420	CARRYING CHARGES				\$ -
1425	ARCHITECTURAL & ENGINEERING	\$ 2,500			\$ 2,500
1430	CONSTRUCTION	\$ 15,000			\$ 15,000
1435	OTHER WORKING CAPITAL				\$ -
1440	CAPITAL COSTS				\$ -
1445	RESEARCH & DEVELOPMENT				\$ -
1450	FURNISHINGS/EQUIPMENT				\$ -
1455	CONTINGENCY				\$ -
	TOTAL PROJECT COSTS	\$ 20,000	\$ -	\$ -	\$ 20,000

	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND				
1405.1	LAND COST/SITE ACQ				\$ -
1405.2	APPRAISAL FEES				\$ -
1405.3	SITE IMPROVEMENTS				\$ -
1405.4	WATER/UTILITY HOOKUPS				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL LAND	\$ -	\$ -	\$ -	\$ -

1410	OTHER DEVELOPMENT EXPENSES				
1410.1	TRAINING				\$ -
1410.2	DEVELOPER'S FEE				\$ -
1410.3	RELOCATION				\$ -
1410.4	REVOLVING LOAN FUND				\$ -
					\$ -
					\$ -
	TOTAL OTHER DEVELOP EXPENSE	\$ -	\$ -	\$ -	\$ -

Submission Date: 3/2016	Initial Submission: [X]	Revision #:
Applicant Name: Town of Bloomfield		
Project Name: Bloomfield Early Learning Center Façade Improvements		

Acct. Code	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1415	ADMINISTRATION				
1415.1	SALARIES (complete attached Schedule A)				\$ -
1415.2	ACCOUNTING				\$ -
1415.3	AUDIT				\$ -
1415.4a	LEGAL - Project Site Acquisition Related				\$ -
1415.4b	LEGAL - DECD Contract Related	\$ 2,500			\$ 2,500
1415.4c	TITLE EXAM				\$ -
1415.4d	RECORDING FEES				\$ -
1415.5	TRAVEL				\$ -
1415.6	OFFICE RENT				\$ -
1415.7	PENSION/OTHER FUNDS				\$ -
1415.8	FRINGE BENEFITS				\$ -
1415.9	PAYROLL TAXES				\$ -
1415.10	OFFICE EXPENSE				\$ -
1415.11	COMMUNICATIONS				\$ -
1415.12	ADVERTISING				\$ -
1415.13	INSURANCE				\$ -
1415.14	PLANNING				\$ -
1415.15	MARKETING STUDIES				\$ -
1415.16	CONTRACTUAL SERVICES				\$ -
					\$ -
					\$ -
	TOTAL ADMINISTRATION	\$ 2,500	\$ -	\$ -	\$ 2,500

1420	CARRYING CHARGES				
1420.1	INTEREST EXPENSE				\$ -
1420.2	PROPERTY INSURANCE				\$ -
1420.3	TAXES				\$ -
1420.4	ENVIRONMENTAL INSURANCE				\$ -
1420.5	ACQUIRED PROPERTY OPERATING EXP.				\$ -
					\$ -
					\$ -
	TOTAL CARRYING CHARGES	\$ -	\$ -	\$ -	\$ -

1425	ARCHITECTURAL/ENGINEERING (Attach additional schedules as needed)				
1425.1a	DESIGN CONSULTANT/ARCHITECT				\$ -
1425.1b	DESIGN CONSULTANT/ENGINEER	\$ 2,500			\$ 2,500
1425.2	BORINGS/ TEST PITS/ ENVIRON. TESTING				\$ -
1425.3	SURVEYS AND MAPS				\$ -
1425.4	CONSTRUCTION ADMIN/MGMNT				\$ -
1425.5	CLERK OF THE WORKS				\$ -
1425.6	MATERIALS TESTING				\$ -
1425.7	SUPPLEMENTAL SERV				\$ -
1425.8	ENVIRON. SURVEY/INVESTIGATION				\$ -
					\$ -
					\$ -
	TOTAL ARCHITECTURAL/ENGINEERING	\$ 2,500	\$ -	\$ -	\$ 2,500

Submission Date: 3/2016	Initial Submission: [X]	Revision #:
Applicant Name: Town of Bloomfield		
Project Name: Bloomfield Early Learning Center Façade Improvements		

Acct. Code	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1430	CONSTRUCTION (Attach additional schedules as needed)				
1430.1	GENERAL CONSTRUCTION	\$ 15,000			\$ 15,000
1430.2	LEASEHOLD IMPROVEMENTS				\$ -
1430.3	PERMITS				\$ -
1430.4	DEMOLITION				\$ -
1430.5	ENVIRONMENTAL REMEDIATION				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL CONSTRUCTION	\$ 15,000	\$ -	\$ -	\$ 15,000

1435	OTHER WORKING CAPITAL				
1435.1	ACCOUNTS RECEIVABLE				\$ -
1435.2	INVENTORY				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL OTHER WORKING CAPITAL	\$ -	\$ -	\$ -	\$ -

1440	CAPITAL COSTS				
1440.1	MACHINERY & EQUIPMENT				\$ -
1440.2	APPRAISAL (M & E)				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -

1445	RESEARCH & DEVELOPMENT				
1445.1	RESEARCH AND DEVELOPMENT				\$ -
					\$ -
					\$ -
	TOTAL RESEARCH & DEVELOPMENT	\$ -	\$ -	\$ -	\$ -

1450	FURNISHINGS/EQUIPMENT				
1450.1	OFFICE EQUIPMENT				\$ -
1450.2	COMPUTER SOFTWARE				\$ -
1450.3	COMPUTER EQUIPMENT				\$ -
					\$ -
					\$ -
	TOTAL FURNISHINGS/EQUIPMENT	\$ -	\$ -	\$ -	\$ -

1455	CONTINGENCY				
1455.1	CONTINGENCY				\$ -
	TOTAL CONTINGENCY	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT COST	\$ 20,000	\$ -	\$ -	\$ 20,000
LESS: PROJECT INCOME (if applicable)	\$ -	\$ -	\$ -	\$ -
NET PROJECT COST	\$ 20,000	\$ -	\$ -	\$ 20,000

DRAFT

BLOOMFIELD TOWN COUNCIL

SPECIAL MEETING

There was a special meeting of the Bloomfield Town Council held on Monday, May 2, 2016 at the Bloomfield High School Auditorium, 5 Huckleberry Lane, Bloomfield, CT for the purpose of adopting the Town of Bloomfield budget FY 2016/2017 and to set the mill rate for the fiscal year 2016/2017.

Present were: Mayor Joan Gamble, Councilors Wayne Hypolite, Leon Rivers, Joseph Merritt, Joseph Washington, Joel Neuwirth, and Patrick DeLorenzo.

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, William Hogan, Director of Finance, Marc Needelman, Town Attorney (Parliamentarian) and India M. Rodgers, Clerk of Council

Absent was: Deputy Mayor Sydney Schulman

The meeting was called to order at 8:07 p.m.

Adopting the Town of Bloomfield FY 2016/2017 Budget

It was moved by Councilor Merritt, seconded by Councilor Seldon and voted unanimously to adopt the 2016/2017 Annual Budget as it reads:

BE IT RESOLVED THAT the FY 2016/2017 General Fund Budget dated May 2, 2016 as itemized by department, board, committee, commission or other purpose and providing for total expenditures in the amount of \$85,178,397 with \$40,244,204 for the Board of Education, \$6,087,820 debt retirement and \$38,846,373 for other departments, boards, committees, commissions, and other purposes of the Town of Bloomfield, be and hereby is adopted, pursuant to Section 904 of the Town Charter.

BE IT FURTHER RESOLVED THAT the FY 2016/2017 tax levy of the Town of Bloomfield shall be established in the amount of \$67,837,272 and the tax rate upon the grand list of October 1, 2015 shall be at \$36.65 per \$1,000 of taxable value for all real and personal properties and in accordance with Public Act 12-244 § 206-208 there shall be at \$32.00 per \$1,000 taxable value for motor vehicles.

BE IT FURTHER RESOLVED THAT the Capital Improvement Program 2016/2017 through 2020/2021 be and hereby is adopted pursuant to Section 903 and 904 of the Town Charter.

ADJOURNMENT

It was moved by Councilor Merritt, seconded by Deputy Mayor Gamble and voted unanimously to adjourn the meeting at 7:30 p.m.

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, April 25, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Deputy Mayor Sydney Schulman, Councilors Patrick DeLorenzo, Joel Neuwirth, Leon Rivers and Joseph Washington

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager and India M. Rodgers, Clerk of Council

Absent were: Councilors Wayne Hypolite and Derrick Seldon

Guests: Mark Weisman, Chair of the Prosser Library Building Committee, Tai Soo Kim Partners, LLC, Richard Szczypek, Architect (Tai Soo Kim), Lois Hager, Michael Johnson, Vera Smith-Winfree, Gail Nolan., Roberta LaMonaca, Director of Library Services

PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance to the flag.

ANNOUNCEMENTS & PRESENTATIONS

Presentation by the Library Building Committee

Mr. Mark Weisman, Chair of the Prosser Library Building Committee and Tai Soo Kim Partners, LLC presented an update to the Town Council on the progress of the building committee.

This will be the final monthly report for the Town Council. With the information presented, the Town Council can begin to consider and discuss funding options for a possible budget referendum.

The Prosser Library Building Committee expressed that the current program should be modified to include spaces such as:

- Business Center
- Computer Lab
- Study Rooms
- Meeting Rooms (small and large)
- Community Room
- Gallery Corridor
- Engaging spaces
- Teen Space
- Maker spaces

These spaces accurately reflect the needs and goals of a 21st Century Library. Currently, the existing library is 20,470 square feet with 59 parking spaces. The new proposed building would be 36,131 square feet with 70 parking spaces.

The Building Committee worked in conjunction with the current facility evaluation of the Alvin & Beatrice Wood Human Services Center (330 Park Avenue), the overall new reduction was approximately 2,700 square feet of the Library and the Human Services programs are combined into one facility.

It is the recommendation of the Building Committee that Prosser Library remain in the Town Center.

Mr. Szczypek presented updated sketches of Option F – Town Hall site for three stories of new construction. The building committee's preferred option is the Town Hall site, which would include approximately 120 parking spaces with additional 40 spaces if needed.

In addition, the committee presented Option C – Prosser Site for three stories with North addition and renovation. The final design displays the existing structure to be raised vertically by approximately 8 feet. This would allow for the complete construction of a new first floor at street level, leaving the existing flood prone basement level. In order to accommodate additional parking to reach a total of approximately 70 spaces, additional property will need to be acquired to the north of this location.

The space needs program meets the minimum requirements to apply for the CT State Library Construction Grant. The Notice of Intent deadline is June 30, 2016 and the application deadline is September 1, 2016. The maximum grant amount is \$1 million.

The building committee continues to receive ongoing consulting services from Goman & York regarding the re-use of the existing library site. This site has been analyzed to potential market for commercial uses and mixed-use. Their market analysis identifies additional retail opportunities in the Town Center.

Councilor Merritt expressed concerns regarding the existing site, in raising the building. He also asked, if the addition could be completed without raising the building. This option would provide a solution to address flooding concerns to mitigate but no solution. The cost of demolition of the old library building would cost approximately \$800,000.

Councilor DeLorenzo inquired about flood mitigation and the potential to market this site. He also commented on the amount of parking spaces at the Town Hall site. Approximately, 180 spaces would be allocated to this location and the increase in foot traffic between the library and town hall would be great for the Town Center.

Deputy Mayor Schulman stated that he has concerns regarding the separation between Town Hall and the Library. He also expressed no interest in renovating town hall at this time.

Presentation by Centerbrook Architects & Planners LLP on the Alvin & Beatrice Wood Human Services Center

Mr. David Melesko, Director of Leisure Services and Centerbrook Architects & Planners LLP presented the updated findings on the Alvin & Beatrice Wood Human Services Center.

Mr. Jon Lavy, Architect from Centerbrook briefly reviewed the cost estimates for the following program layouts:

As presented on March 28, 2016, the gross square foot area was 58,737 and the current update (April 25, 2016) is 52,419 – includes the gym and new extension. The gross square footage was reduce by 6,318.

The estimated conceptual project cost is between \$30.7 – 35.6 million. The estimated deferred maintenance for 330 Park Avenue is approximately \$15 - \$17million. The team also discussed partial renovation options for this project. The estimated cost are as follows:

- Partial renovation with new addition without swimming pool - \$25.1M
- Partial renovation with new addition and swimming pool - \$29.3M

Centerbrook Architects & Planners met with Human Services department heads, Tai Soo Kim Partners, LLC and the Prosser Library Building Committee to discuss possibilities for a shared program and to collaborate on combined project cost estimate.

The shared program for Prosser Library and the Human Services Center is estimated to cost \$47.9M. In addition, if programs are combined, approximately 2,978 gross square footage difference between the two buildings. Shared program spaces would include: café, meeting/board room, staff lounge, community room, community theater and senior computer lab.

Deputy Mayor Schulman inquired about library room usage, phasing the project over time for a completely new building. This project would take approximately 15-18 months for completion. He also inquired about pool maintenance costs as well as an additional reduction in square footage.

He also asked if the P. Faith McMahon Library branch would remain open or close if the library moves to 330 Park Avenue. Deputy Mayor Schulman suggested to solicit the opinions of residents who reside in local proximity to the branch library.

Councilor Rivers stated that there should be a reasonable effort to look at 330 Park Avenue and Library as a combined facility.

Councilor DeLorenzo asked clarifying questions regarding public input on surveying about all services to the community.

Mayor Gamble compared one story level vs. three stories for a building with an especially elevator included.

CITIZENS STATEMENTS & PETITIONS

1. **Ruthanne Marchetti, 669 Bloomfield Avenue,** spoke regarding the need to have private spaces for specific populations such as teens. In addition, she commented that it would not be easy to share a building with Human Services.
2. **Leah Farrell,** spoke in support of the Prosser Library remaining in the Town Center.

3. Ayse Ozkaya, 56 Filley Street, expressed concerns about the process in completing the environmental impact study on Niagara Water Bottling Company.
4. Ann Padano, spoke as an advocate for the Library, it should remain in the Town Center.
5. Donna Hubbs, 16 Brooke Street stated that the library is a special place. Mrs. Hubbs has been a resident in Bloomfield for the past 55 years. She expressed opinions about the continuity and revitalization the library brings to any community and the need to remain in town center.
6. Al LeFebvre, 67 Prospect Street spoke regarding the possibility of moving Prosser Library to a new location and changing the zoning regulations from 3 stories to 4 stories.
7. Hector Colon, 6 Jerome Avenue, spoke in support of the library remaining in town center. He also stated that there are various that utilize the library, not just youth.
8. Valerie Rossetti, 88 Kenmore Road, spoke as an advocate to moving the library to the Town Hall site. She also stated individuals living on the East Side of town should express the ideas on the location of the future library.

REPORT FROM COUNCIL SUBCOMMITTEES

Administration & Education – There will be a special meeting of this subcommittee held on Tuesday, May 3, 2016 at 6:00 p.m.

Golf – Councilor Rivers stated that the golf course is doing well as the season begins. The course has an operating cash reserve of \$193,000. There has been an increase in pass holders' sales and the Tap Inn Restaurant continues to thrive with specialized themed events and activities.

Public Safety – Councilor Washington gave a detailed report of this subcommittee of the last meeting held on April 11, 2016.

Committee on Committees – Councilor Washington stated that there was no quorum at the last meeting held.

Land Use & Economic Development – Deputy Mayor Schulman read a brief report of the last meeting held on April 19, 2016.

COUNCIL BUSINESS

OLD BUSINESS

FY 15/16-57: Consider and Take Action Regarding Transfer Appropriations within the 2015/2016 Budget

It was moved by Councilor Merritt, seconded by Councilor Rivers and voted unanimously to adopt the following resolution:

RESOLUTION

RESOLVED: In accordance with Section 908 of the Town of Bloomfield Charter, the below transfer of appropriations be approved.

The amounts below are free from encumbrances in the 2015-16 General Fund budget:

<u>FROM</u>	<u>DEPARTMENT/FUNCTION</u>	<u>AMOUNT</u>
1-145	Human Resources	\$20,000
1-311	Police Department	\$25,000
1-142	Finance Department	\$35,000
1-09	Misc. Charges	\$5,000
1-09	Fixed Charges	\$35,000
1-09	Town Contingency	\$100,000
	TOTAL	\$220,000

The above amounts are transferred to the following departments in the 2015-16 General Fund budget:

<u>TO</u>	<u>DEPARTMENT/FUNCTION</u>	<u>AMOUNT</u>
1-120	Town Manager	\$5,300
1-301	Planning and Development	\$54,700
1-180	Transfers Out-Capital Non Recurring	\$160,000
	TOTAL	\$220,000

Increase, within Capital Non-Recurring Fund, amounts below to the following projects:

<u>PROJECT</u>	<u>AMOUNT</u>
Body Cameras	\$140,000
Library Design	\$5,000
330 Park Design	\$15,000
TOTAL	\$160,000

NEW BUSINESS

FY 15/16-64: Discussion and Possible Action regarding Board of Education – Solar Farm Project

It was moved by Deputy Mayor Schulman, seconded by Councilor Merritt and voted unanimously to approve the concept to place solar panels on the property located behind the Board of Education building (1133 Blue Hills Avenue).

FY 15/16-65: Consider and Take Action Regarding Appointment of the Town Auditor

It was moved Councilor Washington, seconded by Councilor Neuwirth and voted unanimously adopt the following resolution:

RESOLUTION

Whereas, the Town Council shall annually appoint an independent public accounting firm to examine and certify the Town's financial records in accordance with statutory provisions, and

Whereas, Connecticut General Statutes §7-396 and §4-232 provide that the appointing authority of any municipality must file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct its annual audit within at least thirty (30) days prior to the end of the fiscal year, and

Whereas, on January 29, 2016 the Town issued a Request for Proposals for audit services for the fiscal year ending June 30, 2016. As a result of that RFP, the firm of Blum Shapiro LLC has been recommended to serve as the Town's independent auditor based on their fees, qualifications and services, now therefore be it,

Resolved, that the Bloomfield Town Council appoint the audit firm of Blum Shapiro LLC, with principal offices in West Hartford, CT, for the audit of fiscal year ending June 30, 2016 and for two subsequent years.

Councilor Merritt is opposed to having the same auditors. He stated that this is not appropriate and would like to see a change.

Councilor DeLorenzo reiterated the reasons to choose Blum Shapiro versus RSM. Blum Shapiro provided changes with their audit personnel, fees and terms.

Mr. Schenck, Jr., Town Manager stated that Blum Shapiro will conduct an audit that would provide security in conjunction with IT of all financial systems.

Mayor's Report

Mayor Gamble complimented the Conservation, Energy and Environment Committee for the LED light bulb swap event held on April 16, 2016.

Mayor Gamble also stated that the ribbon cutting ceremony was very successful on Northwestern Drive.

Mayor Gamble also received Pros/Cons regarding Niagara with several emails received that supported this project. She also extended the greatest gratitude to Council colleagues during the past few months.

Town Manager's Report

Mr. Schenck, Jr., Town Manager reported the following updates to the Town Council:

- 2nd electric vehicle station installed at the Alvin & Beatrice Wood Human Services Center

- Bright Ideas Grant - \$10,000 was utilized to purchase 12 solar panels to be installed on the roof of the P. Faith McMahon Library. There are also plans to install an educational meter to teach students about energy conservation.
- Primary Voting Day, April 26, 2016 – contact the Registrar of Voters or the Town Clerk's Office for more information.
- State DOT Community Conductivity grant was awarded for road safety audit
- Fishing and dog permit licensing renewals upcoming
- 97 Granby Street – 2 RFP's have been received for \$65,000 and \$5,000

APPROVAL OF MINUTES

It was moved by Councilor Neuwirth, seconded by Deputy Mayor Schulman and voted unanimously to approve the minutes of April 11, 2016.

COUNCIL COMMENTS

Councilor DeLorenzo thanked the CEEC for a successful light bulb swap. He also encouraged residents to donate to the local Food Bank.

Councilor Neuwirth encouraged residents to participate with Celebrate Bloomfield. There are various events that will take place from June 1 – 5, 2016.

Councilor Merritt stated that he was very appreciative of all building committees for their time and efforts.

Deputy Mayor Schulman stated that there will be a Book Sale at Prosser Library from April 28 – April 30, 2016. The Wintonbury Historical Society are sponsoring a tag sale on April 30, 2016 at the School Street and Park Avenue.

Councilor Washington stated that the town has an excellent library and school system for youth to enjoy. He also thanked Mayor Gamble and Deputy Mayor Schulman for supporting his award recognition from the West Indian Social Club.

Councilor Rivers attended the ribbon cutting ceremony with several members of Council and town staff. It was a very successful event for the new business in town.

ADJOURNMENT

At 9:25 p.m., it was moved by Councilor Merritt, seconded by Councilor Rivers and voted unanimously to adjourn the meeting.

BLOOMFIELD TOWN COUNCIL
BUDGET MEETING – FY 2016/2017
TOWN COUNCIL DELIBERATIONS

There was a special meeting of the Bloomfield Town Council held at 7:00 p.m. on **Thursday, March 24, 2016** for the purpose of discussion of the proposed Town of Bloomfield FY 2016/2017 budget.

Present were: Deputy Mayor Schulman, Mayor Gamble, Councilors Seldon, Washington, Rivers, Hypolite, Merritt, Neuwirth and DeLorenzo (via phone)

Also present were: Philip K. Schenck, Jr., Town Manager, William Hogan, Director of Finance, Keri Rowley, Deputy Finance Director, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council

The meeting was called to order at 7:00 p.m.

Council Deliberations

Mr. Schenck, Jr., Town Manager and Mr. William Hogan, Director of Finance presented the Council with a memorandum (dated March 24, 2016) regarding adjustments to the proposed budget for FY 2016/2017.

FY 2016/2017 Budget

Mr. Philip Schenck, Jr., Interim Town Manager recommended the following expenditure adjustments to the proposed FY 2016/2017 budget.

Most of the adjustments are within the General Fund contribution to the Capital Fund. The Town Manager's budget included a contribution of \$2,065,000 which will be decreased by \$814,000 as follows:

- Town Hall Boiler – only the design portion \$50,000 will need to be funded in FY 2017.
- Body Cameras – this will be funded \$139,000 from surplus in the current fiscal year.
- Fueling Station – initial phase of \$375,000 will be moved to JP Vincent pending a decision on whether bonding will go forward for the DPW project. No funds will be spent until such time as that determination is made.

Please see the revised list of the Town's 2016-2017 Capital Budget is attached to illustrate these changes.

Due to the uncertainty of State funding for the various social service programs, \$50,000 has been added to the Town wide contingency for a revised contingency amount of \$250,000. The total changes, if approved, would decrease the Town Manager's proposed budget by \$764,000 as follows:

Account	Account Name	From	To	Variance
Trans. Out: Capital	Town Hall Boiler	\$350,000	\$50,000	(\$300,000)
Trans. Out: Capital	Body Cameras	\$139,000	\$0	(\$139,000)
Trans. Out: Capital	Fueling Station	\$375,000	\$0	(\$375,000)
	Sub-total	\$864,000	\$50,000	(\$814,000)
Misc. Charges	Contingency	\$200,000	\$250,000	\$50,000
	Grand Total	\$1,064,000	\$300,000	(\$764,000)

As a result of these changes, and if approved by the Town Council, the Town Council's tentative budget would total \$85,178,397, or a spending increase of 1.47%, a mill rate of 36.65 which is an increase of .65 mills or 1.80% over fiscal year 2015-16. The attached 2016-17 Budget Summary has been prepared to reflect these changes.

There was a brief Council discussion regarding the proposed budget adjustments.

Councilor DeLorenzo addressed several budget impacts such as the mandate for the Board of Education budget, body cameras that will be funded through surplus operating costs, tennis court lights and wiring issues with conduits installation and property taxes of .65% increase.

Mayor Gamble noted that the Board of Education budget is full of non-teaching positions and is too top heavy with Administration.

Councilor Hypolite noted the Board of Education roles and responsibilities, confidence, trust and support of the Town Council. He also stated that this is the second increase in the last 7 years. The budget has been driven by mandates of the OPEB trust fund, replacement of Administration building roof and new synthetic football field with capital non-recurring fund by statute. The Board can establish their own policy to cap and have control over their own capital budget.

Councilor Rivers stated that the BOE budget plan was prepared to identify unavoidable fixed costs that is closely related to contractual salaries.

Councilor Washington credits the BOE with closing the achievement gap, despite student enrollment issues.

Deputy Mayor Schulman addressed concerns in budget meeting workshop with the BOE. He noted the 1% cap savings in the capital non-recurring account and the increase of students staying in Bloomfield – magnet school vs. district. It was recommended that the surplus from the BOE could be used to assist in funding with town projects.

Councilor Seldon expressed concerns in regards to the number of transitions within the school district. Secondly, justifying a reduction when the school system is performing would not be favorable at this time with the BOE budget.

Councilor Seldon and Deputy Mayor Schulman commended Mr. Schenck, Jr., Town Manager and Mr. Hogan, Director of Finance on the memorandum of adjustments for the FY 2016/2017 Town Budget.

Councilor Merritt inquired about the level of exposure for the town in the reduction state grants. It was noted that approximately \$180,000 would be eliminated from Social and Youth Services.

It was moved by Councilor Merritt, seconded by Councilor Seldon and voted unanimously to approve the FY 2016/2017 town budget with modified adjustments.

Councilor Hypolite mentioned the contractual obligations with Goman & York, budgeted at \$180,000, what is the investment value for business and economic development growth. Councilor Hypolite suggested reconsideration of the renewal contract.

Mr. Schenck, Jr. requested a review of the Economic Development effort of commitment, how and what level of frequency. Goman & York has been very successful with following projects: Wintonbury Mall, Bloomfield Business Alliance – Town Center, Prosser Library Building Committee and Business Visitation program. They do provide detailed hourly reports to the town. The Economic Development Commission could be utilized to monitor goals and objectives of Goman & York.

He also suggested to have a joint meeting with Finance and the Land Use & Economic Development subcommittee to further discuss tax abatement policies and the future of Economic Development in the town.

Deputy Mayor Schulman commented regarding the value of Goman & York as consultants and the development of marketability of Bloomfield to businesses outside of town. One of the primary goals of Economic Development is to increase the tax base.

Councilor Neuwirth stated that establishing community development with Celebrate Bloomfield is a great start in stabilizing business in the town center.

Councilor Merritt stated that tax incentives not important or volatile on a businesses. Most importantly is how you cooperate with businesses, establishing community development and an attractive place to live and work. In addition, best return on investment is to deal with current businesses already in town.

Councilor Rivers inquired about the development of business retention and the creation of a climate to maintain businesses.

Mayor Gamble gave examples of the expertise of Goman and York in their facilitation with the Wintonbury Mall site, establishing a Bloomfield Business Alliance for the town center and creating a business visitation program.

ADJOURNMENT

It was moved by Councilor Merritt, seconded by Councilor Washington to adjourn the meeting at 8:25 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2016/2017

PUBLIC SAFETY, PUBLIC HEARING, ADMINISTRATION & APPROPRIATIONS

There was a regular meeting of the Bloomfield Town Council held at 7:00 p.m. on **Tuesday, March 22, 2016** for the purpose of discussion of the proposed budget for Public Safety, Administration and Appropriations for FY 2016/2017.

Present were: Deputy Mayor Schulman, Mayor Gamble, Councilors Washington, Seldon, Neuwirth, DeLorenzo and Merritt

Also present were: Philip Schenck Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council, William Hogan, Director of Finance, Chief of Police Paul Hammick, Cindy Coville, Director of Human Resources, Marguerite Phillips, Town Clerk, Luz Cora-Small, Mini Bus Coordinator, Marie Bendzans, Senior Center

Absent were: Deputy Mayor Schulman and Councilor Hypolite

Guest: Pat Braun, Bloomfield Volunteer Ambulance (BVA), Sheila Crocker, Alliance for Bloomfield Children (ABC), Gail Nolan, ABC

The meeting was called to order at 7:00 p.m.

PUBLIC HEARING

There was a public hearing held for the public to express their issues or concerns with the proposed FY 2016/2017 budget:

The public hearing opened at 7:00 p.m.

There were no members of the public present to express issues or concerns.

The public hearing closed at 7:03 p.m.

Public Safety

Chief Paul Hammick of the Bloomfield Police Department presented the FY 16/17 budget for Public Safety. The overall budget increase is 2.48%, due to contractual salary obligations, proposal for additional positions. The department has five divisions, Administration, Patrol Services, Support Services, Professional Services and Emergency Medical Services.

Administration

There was a 4.31% increase in this division, which is attributed to the general salary wage increases awarded by both collective bargaining units. Chief Hammick recommended the elimination of a part time Administrative Clerk and proposed promotion to full time Administrative Analyst I.

There was also an increase of \$5,820 for the proposal of the Everbridge notification system.

Councilor Neuwirth inquired about combining the Everbridge with town community service event notifications.

Councilor Washington inquired about \$105,000 salary increases, which included two School Resource Officers and one full time Community Services Officer.

Councilor Merritt asked for statistics on Police Officers per capital for surrounding towns. The Town of Bloomfield is budgeted for 49 sworn police officers. Statistics for Bloomfield are consistent with Windsor, Farmington and Newington.

Chief Hammick report that the department received 13,000, 911 calls per year for a population of 20,000. There is no specific trend for various calls of Domestic Violence, Motor vehicle, share border with Hartford and medical calls.

Patrol Division

There was a .53% decrease over prior year. A patrol officer was transferred to Community Services, six officers left last year and eight officers are eligible to retire.

There was an increase of 2.5% in overtime for police contractual services and a decrease of 8.34% for technical equipment.

Councilor Seldon inquired about mandated training days, storm related events to hold over officers for forced shifts.

Support Services

The division of Support Services includes the Community Services division, Records Management, Police Explorers and the Detective division. There was an 8.80% increase based on the full time salaries – Community services transfer, general wage increase, overtime and paid benefits.

There was an increase of 9.00% other contractual services for new officer applying to department and LESI background checks.

Police Professional Services

There were increases in the following areas:

- 1.63% full time salaries
- 22.59% - body cameras and in cruiser recurring maintenance fees: potential vendor - (Panasonic)
- 9.76% - education/training for the CT Police Academy - \$5,000 per person. Based on 8 retirements - \$1500 per person

There was also a decrease of 33.78% for part time line item based on retirements.

EMS

There was a decrease 100% for Part Time BVA Coordinator. The department was not successful in hiring an individual. The department is considering hiring a contractor, which would be mostly cost effective based on salary without benefits.

There was an increase of 322.58% for Annual Conference, MRT recertification and EMT training classes – most are reimbursed by the cost of the class.

There was an increase of 14.32% for dry cleaning uniforms, electrical upgrades and patient care reports are other contractual services.

A Biological waste contractor was paid for \$500.00.

BVA

The Bloomfield Volunteer Ambulance received 1800-2000 calls per year. They have 65 volunteers in their rotation.

Police Vehicles

Chief Hammick requested three police marked interceptors at totally 102,452.

Councilor DeLorenzo asked about the difference between departmental budgeted vehicles and those in Capital Improvement budget.

General Government

Town Manager

Mr. Philip K. Schenck, Jr. presented the budget for the Town Manager's Office. There was an increase of 3.17% in Administration due to contractual salary obligations.

Approximately \$5000 has been allocated to contract a new website management vendor – Virtual Town Hall.

There were several other decreases of 33.33% for advertising and 56% for consultant fees.

Town Council

There was an increase of .82%, in which 2.62% in dues and subscriptions for CCM, CRCOG, etc.

Other contractual services include funding for \$8,000 for the Back to School Fun Fair for the purchase of backpacks. Mayor Gamble mentioned that the Board of Education has agreed to match those funds for this year's event.

Other items in this category include the Bloomfield Cemetery Association and Council Retreat, which are held twice a year.

The Professional Services line item include funding for the Town Audit. Mr. Hogan clarified the fee schedule for Blum & Shapiro. The current proposed auditor fees were reduced by \$14,000. For Year 1 - \$58,000, Year 2 - \$59,000, Year 3 - \$60,000. These figures are very similar to the Town of Windsor.

Town Clerk

Mrs. Marguerite Phillips, Town Clerk presented the FY 16/17 proposed budget for this department. The budget overall increased by approximately 1.33%. There was a decrease in technical services for \$3,000 and in the overtime line item for 30%.

Human Resources

Mrs. Cindy Coville, Director of Human Resources presented the FY 16/17 proposed budget for this department.

There were increases in several areas such as:

- 6.12% in full time salaries and 7.14% in payroll taxes
- 37% - advertising for hires – increase for Affirmative Action Plan
- 3.38% - random drug testing – training, education assistance and tuition reimbursements
- 50% - food and meals – oral board participants
-

Items added to the budget:

- \$4,000 – Lieutenant Exam Consultant
- \$2,900 – Applitrack software
- \$4,050 – finger printing for FBI background checks

Councilor Rivers stated that the Affirmative Action consultants will develop a plan that is legally defensible with goals for past and current year.

Finance

Mr. William Hogan, Director of Finance presented the FY 16/17 proposed budget increase of .7% for this department.

In the Administration Division, there was a decrease of 32%, due to the elimination of Conferences.

The Assessor Division had a decrease due to the completion of re-evaluation services. The part time line item was increased slightly to support a 15 hour per week independent 1099 contractor as the interim Town Assessor.

The Tax Collector Division consolidated collection fees and office supplies under contractual services.

The Central Office Division had a reduction of -15% for town wide postage.

The Information Technology Division have increases in repairs and maintenance contracts and software programs. In technical equipment, IT replaced 40 desktop computers town wide.

Miscellaneous

There was some brief discussion about the stability of the State of Connecticut grants for various departments in town. Bloomfield Social & Youth Services may be effected if changes are made on the state level.

The current fiscal year will have a reduction of the remaining payment of Pequot grant in the amount of \$170,000. In the next fiscal year, there may be an additional reduction remaining payment of Pequot and pilot grants

Mrs. Gail Nolan and Mrs. Sheila Crocker spoke on behalf of their grant funding from the State of Connecticut for the Alliance of Bloomfield Children's program. They are requesting financial assistance from the town if the grant is not funded in the upcoming FY 2016-2017 budget.

Adjournment

It was moved by Councilor Merritt, seconded by Councilor Rivers and voted unanimously to adjourn the meeting at 9:00 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2016/2017

PUBLIC WORKS, FACILITIES & CAPITAL IMPROVEMENTS

There was a regular meeting of the Bloomfield Town Council held at 7:00 p.m. on **Thursday, March 17, 2016** for the purpose of discussion of the proposed Town of Bloomfield FY 2016/2017 budget.

Present were: Deputy Mayor Sydney Schulman, Mayor Joan Gamble, Councilors Wayne Hypolite, Leon Rivers, Derrick Seldon, Joseph Washington, Patrick DeLorenzo, Joel Neuwirth and Joseph Merritt

Also present were: Philip Schenck Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council, William Hogan, Director of Finance, John Lawlor, Director of Public Works, Ben Whittaker, Facilities Manager, Daniel Carter, Operations Manager, Yvette Huyghue-Pannell, Director of Senior Services, and Dave Melesko, Director of Leisure Services

The meeting was called to order and 7:05 p.m.

Public Works & Facilities

Mr. John Lawlor, Director of Public Works & Facilities presented the proposed budget request for FY 15/16 for this department. The budget request of \$4,829,736 is a 0.68% increase over prior year (\$4,819,803). The majority of this increase is attributed to isolated salary costs and taxes.

There are several divisions within the Public Works department, Administration, Operations, Fleet and Facilities. Mr. Lawlor briefly outlined several increases in areas on construction materials, equipment repairs and overall building maintenance. Every division in this department incurred increases with COLA and contractual obligations for salaries/payroll taxes.

Administration

There was a decrease of 8.84%, due to the realignment of the MS4 with the Planning Department. In addition, there were increases for Education and Certification costs.

Field Operations

There were decreases in the following areas:

- 6.09% in the overtime budget.
- Equipment rental – no longer renting
- Bulk waste disposal – Windsor landfill – evictions storage disposal totaling \$17,500
- Construction materials - .36% change, replace engine on lawn mower

However, there was an increase of 7.09% road aid materials including salt and catch basin cleaning per DEEP/EPA requirements.

Mayor Gamble inquired about a vehicle replacement schedule.

There was an overtime reduction of -44.52%.

Councilor Neuwirth inquired about maintenance of athletic fields owned by the town. In addition, he asked about usage between the Board of Education & CREC with the new athletic field and maintenance contract.

Deputy Mayor Schulman inquired about gas and diesel regarding a fixed agreement through CRCOG. The Board of Education and Police Department utilizes 70% and the Town uses 30%.

Facilities

It was noted that Other Contractual Services include, but not limited to:

- Ameresco, Lease Payments, Bank of America to fund, 2017 program
- Electricity – 7% reduction – savings – Ameresco program - \$40,000
- Natural Gas – 25% - \$18,000
- Water - \$5.91 – usage same
- Building Maintenance – decrease 5% - \$17,000

The Ameresco energy conservation is designed to track savings to pay utility payments.

Councilor Hypolite inquired about trash collection fees of \$1.1 million and the lack of surcharges, with tonnage decreases.

The recycling vendor will second container if available. Costs of the bins are included in the new contract.

Capital Improvements

Town wide improvements are underway with the road paving program. The condition of the road is the bases for evaluation instead of volume.

Mr. Lawlor will make a presentation at a future meeting with the Asset Manager to discuss the need to increase funding of \$300,000 for road management.

Councilor Neuwirth also suggested a presentation to the public via BATV Program.

There were several other small Capital Improvement projects discussed such as:

- Public Works – Heavy equipment - \$300,000
- Guardrail replacement - \$25,000
- Town Hall boiler - \$350,000
- Town wide flooring replacements - \$25,000
- Fueling station - \$375,000, 25% total cost needed
- 330 Park Avenue improvements - \$25,000

- Sidewalks - \$25,000
- MUTCO Roadway - \$25,000

Mayor Gamble asked about the amount decreased on heavy equipment and vehicles for \$244,000.

Councilor DeLorenzo – boiler - \$350,000 – phase financing???

Park School Tennis Lights

The subtotal for the Park School Tennis lights is \$325,000, of which \$100,000 funded in last year's budget.

There are a total of 17 courts in town. In 2012, an analysis of the tennis courts were completed. It was estimated that \$100,000 is need to repair all courts to code.

The 2014 Master Parks Plan noted a reduction from 17 to 4.5 courts across town.

The plan recommended two possible options:

- 6 courts at 330 Park Avenue have inoperable lights since 2008 – warranty – 10 year, usage – 752 residents – 4.4%
- Courts for play in the Blue Hills Avenue neighborhood

Councilor Merritt asked if the lights can be installed at a later date. This option would not be cost effective, however the conduits could be installed when repairs are completed.

Councilor DeLorenzo asked if the Bloomfield High School Tennis Team utilize the tennis courts.

Mini Bus

There is a proposal for a 28 Passenger bus for approximately \$100,000 - \$109,000. The Senior Center is applying for a grant to assist with costs. They will also continue to work on establishing a hybrid fleet,

Other CIP's

Councilor Seldon inquired about the Mountain Avenue Sidewalk extension for \$100,000. This amount is an estimate based on pole relocation with Eversource.

Deputy Mayor Schulman asked about grant funding from the State of Connecticut - Bond Commission.

Councilor Merritt asked about residual funding of FY 2015/2016 that is not spent.

Revenues & Expenditures

The Finance Department manages 75 accounts of approximately \$85 million. The town has received \$69 million in property taxes, an increase .21%.

There was an increase in collection rate to 98.4%.

The non-tax revenues include back taxes, interest, building permits for approximately \$11.4 million.

The town receives approximately \$7.4 million from the State of Connecticut in grants.

Reserves

\$1.4M – General Fund Balance – offset

18% fund balance – carryover building permit - \$1.6M against \$800,000

\$15M

Motor Vehicle Tax Cap – 32 mills, \$4.5M collection, Range of \$450,000 - \$630,000 – state retail sales

Expenditures

The initial budget requests were reduced by \$237,370. The Town Manager's recommended budget by major expenditure category is as follows:

Major Budget Categories	FY 2016-2017	\$Increase	%Decrease
Town Operations	\$21,469,803	449,359	2.14
Fixed charges	\$13,024,270	472,215	3.76
MDC	\$3,051,300	208,950	7.35
Bonded Debt Service	\$6,087,820	(110,320)	(1.78)
Board of Education	\$40,244,204	976,122	2.49
Capital Improvements	\$2,065,000	0	0
Total	\$85,942,397	\$1,996,326	2.38%

MDC

The Metropolitan District Commission increased \$208,950 or 7.35% for sewer services, it's the second consecutive increase over 7%.

Adjournment

It was moved by Councilor Seldon, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 9:35 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING – FY 2016/2017

PLANNING & DEVELOPMENT, SOCIAL & YOUTH SERVICES, LEISURE SERVICES, SENIOR SERVICES, LIBRARY, FIXED CHARGES, MISCELLANEOUS & REVENUE

There was a regular meeting of the Bloomfield Town Council held at 7:00 p.m. on **Tuesday, March 15, 2016** for the purpose of discussion of the proposed Town of Bloomfield FY 2016/2017 budget.

Present were: Deputy Mayor Sydney Schulman, Mayor Joan Gamble, Councilors Wayne Hypolite, Leon Rivers, Derrick Seldon, Patrick DeLorenzo, Joel Neuwirth and Joseph Merritt

Absent was: Councilor Joseph Washington

Also present were: Philip Schenck Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, India Rodgers, Clerk of Council, William Hogan, Director of Finance, Roberta Lamonaca, Director of Library Services, Camilla Jones, Director of Social & Youth Services, Yvette Huyghue-Pannell, Director of Senior Services, and Dave Melesko, Director of Leisure Services, Jose Giner, Director of Planning & Economic Development, Jonathan Thiesse, Town Engineer, Luz Cora-Small, Mini-Bus Coordinator, Marie Bendzans, Senior Center

The meeting was called to order and 7:05 p.m.

Mr. Philip Schenck, Jr., Town Manager and Mr. William Hogan presented the proposed budgets for Planning & Development, Library, Leisure & Human Services, Revenue, Fixed Expenses, and Miscellaneous.

Planning & Development

Mr. Jose Giner, Director of Planning & Development presented the department's FY 2016/2017 budget. The total increase in this budget is 10%. This increase is due to the salary and benefits for the additional Building Official. To offset some costs, Mr. Giner reduced technical supplies and fees for Economic Development.

Mr. Giner noted Engineering Services increased to support call before you dig initiative and the MS4 general permit.

Revenues are fairly high this year due to a significant increase in building permits. There are several upcoming projects that would increase the amount building permits:

- TFC Housing
- Calamar Apartments
- CREC – Two Rivers High School II
- Bloomfield Center Apartments
- Phoenix Crossing
- ABB – change of use for robotics research development

Councilor Rivers inquired about line item for the Building Consultant. This line item contains \$3,000 for special projects.

Councilor Merritt inquired about the contract renewal for Goman & York, Economic Development Consultants.

Mr. Schenck, Jr., stated that the Council will need to decide on the direction to go with Economic Development. The original budget for this task was \$120,000, however the actual contract is for \$109,000 and \$11,000 for a publication related to Economic Development as discretionary expenditures.

Deputy Mayor Schulman stated that the town should remain aggressive with Economic Development to reduce the tax base.

Councilor Merritt disagreed with this position. He was opposed and feels that the town is overly aggressive with Economic Development and tax incentives. With the Bloomfield Center Apartments, Niagara water bottling and Cottage Grove Road projects, the town should re-examine their efforts for Economic Development. It should be evaluated as annual rapid growth.

Councilor Hypolite inquired about the aggressive and effectiveness of Goman and York. Their annual contract expires in July 2015. They do provide monthly reports and charge at a flat rate.

It was noted that the general scope and activities of Goman & York include, but not limited too:

- General consulting, i.e. Wintonbury Mall and Lighthouse
- Bloomfield Center Business Alliance, created to promote center businesses
- Business Visitation Program
- Information based on lots and land available, marketing and brochure development
- Assistance with Prosser Library Building committee concepts

Councilor Rivers stated the challenge of encountering pushback from residents for any action of Council.

Councilor DeLorenzo stated that the town center should livelier town. In addition, the increase economic development efforts is needed to reduce taxes and cost savings to regionalize services.

Mayor Gamble stated that the town should remain aggressive with Economic Development.

Councilor DeLorenzo mentioned the importance of land use and code enforcement with the new position for Building Official as full time. The Planning Department currently has three full time Building Officials.

Library Services

Mrs. Roberta LaMonaca, Director of Library Services presented a total increase in the department budget of 1.86%. This increase is primarily due to staff step and COLA contractual increases.

Deputy Mayor Schulman inquired about personnel costs and renewal costs for databases.

Councilor Merritt inquired about full time versus part time personnel compared to other libraries. However, too many part timers can be problematic with scheduling and training etc.

HUMAN SERVICES

Health District

Mr. Philip K. Schenck, Jr., Town Manager updated the Council on the budget outlook for the Bloomfield – West Hartford Health District. Their budget has been approved, which may or may not be effected on state grants. There was a 1.01% increase in the budget. The district has focused attention on communicable disease prevention.

Social & Youth Services

Ms. Camilla Jones, Director of Social & Youth Services presented a total budget increase of less than 2%. Contractual services increased of \$1000, including Hartford Interval House services for approximately 120 Bloomfield residents.

Councilor Merritt requested transparency of all contractual services line items.

Due to the uncertainty of the State budget process, approximately \$148,000 in state grants are in jeopardy for youth services programs. Ms. Jones has requested assistance from the Council to cover staffing and programmatic costs if grants are eliminated for the upcoming fiscal year.

It was noted that some contractual activities include an increase of \$2500 for hoarding incidents and safety issues.

There was a decrease in Crisis funding of \$6500. These funds are utilized to assist clients with shut off notices, eviction, medication requests, utilities, etc.

Councilor Hypolite requested that the Council should be sensitive to reductions in this area.

Leisure Services

Mr. David Melesko, Director of Leisure Services presented the total department budget increase of 1.3%, approximately \$10,000.

Administrative projects

- Town signage way
- Space Planning Study of Human Services building
- Bikeway – Trails connectivity
- Basketball project – Rockwell Avenue
- Lisa Lane Farm Restoration
- Land Use – Ironwood Community Partners – Plan for LaSalette – Forest Management Plan
- Park School Irrigation RFP – Athletic
- Farmington River Park – CREC

Administration

There was an increase in full time salaries due to contractual and COLA obligations.

Advertising include the printing and mailing of program brochures for summer and fall programs.

Councilor DeLorenzo and Hypolite inquired about combining postage with advertising costs and pool efficiency.

Councilor Merritt stated that Leisure Services should coordinate with Filley Park for recreational use and ice skating.

In the Summer Division, there were no increases or reductions. There are thirteen positions funded.

In the School Division, there are ten positions funded. Management purchased t-shirts for free advertisement of Bloomfield Leisure Services and programs.

In the Pool Division, there are eighteen paid positions, including LSI lifeguards and front desk attendants. There was a 1.67% increase of approximately \$2500. The filtration system, chemicals, close talk system and storage shed were updated in preparation for the upcoming summer months.

Senior Services

Mrs. Yvette Huyghue-Pannell, Director of Senior Services presented an increase in the full time administration division due to contractual steps and COLA raises.

It was noted that the department had 167 volunteers, who donated approximately 1,085 hours. The part time line item increased slightly.

Mrs. Lucy Peoples, Mini-Bus Coordinator retired and Mrs. Luz Cora-Small was hired as her replacement. There was also a new Mini Bus driver hired.

Food & Meals line item increased, due to difficulties with donations from business partners for events and programs.

Other Contractual services include cell phones and activity instructors. Postage and bulk mail of the newsletter are currently not consolidated with town wide mailings.

Volunteer Services had an increase in part time salaries.

Mini Bus

There was a decrease in full time salaries, based on retirement and new employees hired at lower wage.

Over the past few months, three full time drivers and 1 coordinator were hired.

Overtime has increased slightly outside the use and hours of the mini-bus.

Boards and Agencies

Registrar of Voters have budgeted for cost incurred for primary and Presidential elections 2016.

Economic Development Commission requested clerical assistance for meetings.

Inland Wetlands budget slightly increased due to the Recording Secretary costs.

Adjournment

It was moved by Councilor DeLorenzo, seconded by Deputy Mayor Gamble and voted unanimously to adjourn the meeting at 8:50 p.m.

BLOOMFIELD TOWN COUNCIL

BUDGET MEETING

BOARD OF EDUCATION & INITIAL PRESENTATION BY TOWN MANAGER

There was a special meeting of the Bloomfield Town Council for the purpose of discussion regarding the FY 2016/2017 Town Budget. This meeting was held on **Thursday, March 10, 2016 at 7:00 p.m.** in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Gamble, Deputy Mayor Schulman, Councilors Seldon, Merritt, Neuwirth, Washington, Rivers, DeLorenzo, Hypolite

Also present were: Philip K. Schenck, Town Manager, William Hogan, Director of Finance, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council

Present from the Board of Education were: Dr. James Thompson, Superintendent, Mr. William Guzman, Chief Operations Officer, Donald Harris, Chair of the Board of Education, Dr. Bethany Silva, Director of Assessment, Evaluation and Research, Stacy McCann, Director of School Improvement and Intervention, Sandy Braun, Accounting Director, William Joslyn, Human Resources, Stan Simpson, Board Members: Bob Ike, Michael Walters, Michael Williams.

The meeting was called to order at 7:10 p.m.

Board of Education – Budget Presentation

Board of Education - Opening Remarks

Mr. Donald Harris, Jr., Chair of the Board of Education presented opening remarks to the public, Town Council and Board of Education Administration. He stated that he is proud of the accomplishments within the school system, improved test scores and various recognitions within the district.

Dr. James Thompson, Jr., Superintendent of Bloomfield Public Schools presented in detail the proposed Board of Education budget for FY 2016/2017.

Board of Education – Budget Presentation

The Board's budget is at 2.49% increase after an unprecedented consecutive five years. The proposed budget recommended budget is \$40,244,204 for 2016-2017 school year.

In this year's budget, the Board of Education is expected to receive \$11,166,167 in grant revenues, which is a grand total of \$51,410,971 for the district.

Dr. James Thompson, Superintendent presented the overall goals and objectives of the district. He also stated the elimination of the achievement gap detailing district's accomplishments.

The district will continue to prioritize the focus of achievements for the upcoming school year with four major priorities:

- Holistic Accountability
- Curriculum, Instruction and Assessment
- Positive School Climate
- Parent and Community Engagement

Dr. Thompson highlighted a clear overview of the budget process and collaborative efforts that focused on district goals and objectives. He reviewed the budget by each category, which outlined increased external revenues, staff changes and enhancements for the district. The following budgetary categories were discussed:

Revenues

Grants represent 20% of the total district budget, which totals \$11,166,167.

Academics

Bloomfield Public Schools eliminated the Achievement Gap in Reading and Math proficiencies. They have also increased the graduation rate at Bloomfield High School from 74.3% in 2011 to 87% in 2015.

School Summary

Mr. William Guzman, Chief Operating Officer noted information for each school categorized in each summary: enrollment, academic performance, student demographics, general fund spending and general fund staffing. In addition, statistics shown district wide that enrollment has dropped 9.3% from 2009 to 2015. Data for next school year (2016/2017) is projected to reflect a slight increase of 15 students district wide.

It was also noted that the magnet school tuition cost have increased \$93,000 as well the projected cost increases in Special Education (\$273,000) of Out of District placements (271 students, totaling \$1,375,000)

Executive Summary

The contractual obligations for FY 2016/2017 have affected the budget development process. These contractual increases represents 75% of the entire budget, which include benefits and salary compensation.

- Bloomfield Administrators Association (BAA)
- Bloomfield Education Association (BEA)
- Bloomfield Federation of Education Personnel (BFEP)
- United Public Service Employees Union (UPSEU)
- Bloomfield School Nurses Association (BSNA)

Other contractual obligations contributed to the FY 2016/2017 include:

- Health Insurance Increase – \$386,000
- Other Post Employee Benefits (OPEB) - \$97,000

- Pensions - \$137,000
- Transportation - \$150,000 (additional support for before and after school program initiative)

Staff Summary

The Bloomfield Board of Education have reviewed the staffing levels for all schools and administrative staff. These are the following staffing adjustments for the FY 2016/2017 school year:

General Fund Staffing:

- .2 Certified Staff (2 Administrative positions, 10.0 FTE)
- 4 Non Certified Staff (1.0 FTE Instructional Assistant, 1.0 FTE Tutor, 1.0 FTE Library Clerk, 1.0 FTE Custodian)

Facilities Summary

There was an overall decrease 2.50% (\$37,500) in the Facilities budget reflected for the 2016/2017 school year. The decrease is due to involvement of the Donald Harris Agri-Science and the new sports athletic synthetic field.

Overall, Bloomfield Public Schools have made strides in accomplishments which include:

- Closure of the Achievement Gap in three of eight areas
- Reduced the Achievement Gap in five of eight areas
- Increased Advanced Placement participation at Bloomfield High School
- Expanded international partnerships and student exchanges to Costa Rica, Yinchuan China and South Africa through Global Experience Magnet School (GEMS)

There was a discussion ensued of Council regarding the presentation of the FY 2016-2017 Board of Education budget.

Councilor Neuwirth expressed concerns about the elimination an increase for the Family Community Liaison. It was noted that this position was grant funded and expired. The cost were consumed by the district. He also inquired about the Arts Festival and NAEYC Accreditation.

Councilor Washington outlined some of the major accomplishments for the district including, but not limited to:

- Outperformed the State by 14%
- Review of data – assessment of students
- Invested funding in professional development, teach to standards
- Laser light focus on teaching and learning
- Vision of Superintendent, data research based practices

Councilor DeLorenzo requested clarification about contractual salary increases and status update on union negotiations.

Councilor Seldon inquired about tuition costs for special education, magnet and out of district students. There are approximately 450 students (27 special education, 271 magnet and zero tuition for those who attend schools in Hartford). The total number of students within the district is approximately 2,000.

Bloomfield Public Schools has plans on establishing their own district magnet schools, extending Global Experience Middle School (GEMS) to lower grades (Pre-K to Grade 12).

Deputy Mayor Schulman stated that the Governor's budget proposal has ECS grants will continue to go to municipalities as planned. He thanked and commended the Superintendent and the Board of Education for their budget presentation.

He also expressed concerns regarding magnet and special education for fewer out of town students coming to Bloomfield. Mr. Guzman will follow up on students coming to Bloomfield with an unidentified Nexus.

Deputy Mayor Schulman also suggested to interview parents on their transition to leave or come to the district for their child's educational needs. The district is committed to developing an Annual Client survey, establishing a further goal for Bloomfield High School graduation rate, completing a draft for District Accountability Plan, defining goals and strategies.

Councilor Rivers also commended the Board of Education and the Superintendent on a job well done. He also stated that the improvements are tremendous and he applauded their overall efforts. There are 450 students currently outside of the district, develop a strategy to attract them back to Bloomfield Public Schools.

Mayor Gamble mentioned that the performance of magnet school students did not do as well as Bloomfield students in testing.

There was a general discussion regarding the proposed budget and financial plan for the Town of Bloomfield. Mr. Philip Schenck, Jr., Town Manager explained that this plan will maintain the essential services that the citizens rely on.

The Board of Education budget is proposed 2.49% increase. The Board of Education represents the largest expense in the operating budget, comprising 47% of the FY 2016/2017 budget as compared to six years ago, when it was over 52% of the Town's budget.

Town Manager's Budget Presentation

<u>Town Manager proposed budget for FY 2016/17:</u>		<u>\$Inc (Dec)</u>	<u>%Inc/Dec</u>
Board of Education	\$40,244,204	976,122	2.49%
Town	\$21,469,803	443,359	2.14%
MDC	\$3,051,300	208,950	7.35%
Debt Service	\$6,087,820	(110,320)	(1.78)%
Fixed Charges	\$13,024,270	472,215	3.76%

(Pensions, Health, Solid Waste, Leases, LAP Insurances)

Capital Improvements \$2,065,000

TOTAL: \$85,942,397 1,996,326 2.38%

Mill Rate: **FY16/17:** 36.65 1.80%

Revenues:	\$68,612,677
Taxes:	\$11,405,400
General Fund Balance Appropriated:	\$1,400,000

The 2016-17 budget also applies the General Fund Unassigned Fund Balance to help finance the budget. This will still leave approximately 18% of the 2016-17 budget, which is well within the acceptable level as set forth by the credit rating standards.

Major Revenue Highlights

- New Motor Vehicle Tax 32 Mill Cap, which is estimated at \$4,535,725
- Collection Rate Assumption – 98.4%
- Tax Levy - \$68,612,677 – 85% of total revenue from property tax
- State Aid – FY 2017 estimates incorporate Governor Malloy's 2016/2017 proposed budget
- Non-Tax Revenues of the budget total \$11,405,400 comprised of all revenue other than the current property tax levy and includes: State Aid, service charges, building permits, licenses, rental income and investment earnings
- General Fund Balance applied \$1,400,000, a decrease of \$530,000. After the reduction of this amount, the fund will have a balance estimated at 18% or 15,500,000.

General Expenditure Highlights

- General Fund Increase – 1,996,326 or 2.38%
- Increase of 1 new position for a Building Official, there was a net decrease of 1.0 position (2 part time positions eliminated in the Police Department)
- Board of Education up 976,122 or 2.49%
- MDC Sewer Levy increase by 208,950
- Employee Benefits (Pensions, Medical, OPEB Contribution have increased
- Economic Development initiatives continued at \$109,500
- Human Resources Department contains funding for consulting services relative to the Town's Affirmative Action Plan

Capital Improvement Projects

The recommendation for Year 1: FY 16/17 is to schedule 22 Capital Improvement Projects totaling approximately \$4,900,000.

This is the first year of applying a portion of the \$2,800,000 J.P. Vincent School sale proceeds, which will leave a balance of \$1,790,000 for future years' projects. Among the major projects to be funded in FY 17 include the following:

Road Improvements	\$1,475,000
DPW Heavy Equipment	\$300,000
Greenway	\$570,000
Filley Park Improvements	\$500,000
Body Cameras	\$139,000
Town Hall Boiler Repairs	\$350,000
Public Works Yard Fueling Station (partial funding)	\$375,000

Future Issues & Beyond

Mr. Schenck, Jr. and Mr. Hogan, Director of Finance list several areas of concern and Town Council awareness regarding the overall financial outlook of the town in the near future and beyond.

- Financing an aging Town Infrastructure and its impact on the Town's debt capacity.
- Retention and expansion of major corporate tax payers and the recruitment of additional retail and service businesses in our three business centers (Bloomfield Center, Cottage Grove Road and Blue Hills Avenue)
- Continuing to address the Town's pension and post-retirement employee obligations in a responsible manner
- Balancing the stated goal to preserve the Town's open space with our desire to expand economic development opportunities
- Final audit of the \$96.0 million Town Wide School Renovation Program including any long term financial exposure and any proposed legislative remedies beyond those that have already been realized.

Councilor Washington inquired about body cameras for the Police Department. The tentative timeframe for ordering, training and implementation of body cameras is September 1, 2016.

The committee discussed other capital improvement projects such as the East Coast Greenway and the Department of Transportation non acceptance of soil borings, Phase II – Filley Park.

Councilor Neuwirth also inquired about the policy needed for the implementation of body cameras. It was also noted that the responsive in the request for information is an issue with data storage and retrieval.

Councilor Rivers asked about various vendors for body cameras, such as: Taser and Panasonic.

Councilor Merritt suggested to phase in repairs for Park School tennis lights, which include renovation of court surfaces. He suggested to separate tennis court surface repairs and inquired about how many lights are being used.

Councilor Seldon inquired about procedures for use with tennis courts at Maplewood Park.

ADJOURNMENT

It was moved by Councilor Neuwirth, seconded by Councilor Washington to adjourn the meeting at 9:22 p.m.